

## MEMORANDUM OF ASSOCIATION

- 1. Name of the Society** : **Community Development Society**
- 2. Address of the Society** : **Zoar Veng, Bungmual, Lamka,**  
**Churachandpur District, Manipur - 795 128**
- 3. Area of operation** : **Manipur**

**4. The Aims and objects of the Society to be established are:**

- I. To uplift the socio-economic condition of the society through farm, non-farm, agriculture, and its allied sectors.
- II. To encourage and promote entrepreneurship in the society especially among the educated unemployed youths so as to wean away them from dependency syndrome and ensure that they stand on their own feet.
- III. To sensitize and promote the regeneration of natural resources and to promote biodiversity preservation and conservation.
- IV. To increase the effective participation of Women in the Community's decision-making processes and women empowerment.
- V. To promote and establish a community information centre and knowledge centre. Also, act as a data bank on environment, education, health & Sanitation, farm sectors, entrepreneurship and various government initiative (plan, programme and policy).
- VI. To improve education system, encourage, facilitate & engage in research projects/activities. And promote information technology and digital literacy.
- VII. To work for environmental and climate protection, encourage and promote the use of renewable energy rather than conventional energy.
- VIII. To initiate improvement for better health centre facilities.
- IX. To initiate for improvement of health care facilities, education system, technical education and other skill based activities.
- X. To collaborate with other societies/organizations/departments pursuing the objectives similar to those of the society.
- XI. To assist and work hand in hand with Government in times of natural calamities such as earthquake, droughts, outbreak of epidemic and endemic diseases, floods and famines etc. And also to undertake all such activities as are not specifically mentioned in the aims and objects listed above, but which promote these objectives.

**FOR PURSUING THESE AIMS AND OBJECTIVES, THE SOCIETY MAY:**

1. Establish and maintain regional and zonal centres singly or jointly with other related party.
2. Raise funds from individuals & institutions within and outside the country, and collaborate with other institutions inside and outside the country having objectives similar to, or relevant for achieving the objectives of the society by exchange of experts, information, and by collaborations on various relevant areas.
3. Receive grants-in-aid from Government and other line department or institutions.
4. To create and maintain infrastructure facilities for the smooth and effective functioning of the Society.
5. To make rules and bye laws for the conduct of the affairs of the society and to add, to amend, vary or rescind them from time to time.
6. To establish and maintain various provisions for staff welfare such as monthly savings, insurance, provident fund etc.
7. To purchase, take on lease, or otherwise acquire any land or building wherever situated in India, which may be necessary for the society.
8. To use print and electronic media to disseminate necessary information.
9. To do all such lawful things as the society may deem fit for the attainment of all or any of its objectives.

5. The Management of the society is vested in the managing committee consist of 5 members for which the first members are:

SL.NO.	NAME	ADDRESS	OCCUPATION	DESIGNATION
1	Lianzantung Tonsing	Zoar Veng, Bungmual, Lamka, Churachandpur	Self Employed	President
2	T Lallianmang	Dorcas Road, Dorcas Veng, New Lamka	Self Employed	Vice President
3	Benjamin Tombing	Thangdong Veng, Mualkoi, Lamka	Self Employed	Secretary
4	James Lalminthang	Tuaitengphai Village, Churachandpur	Self Employed	Assistant Secretary
5	Sarah Moite	Thangdong Veng, Mualkoi, Lamka	Self Employed	Finance Secretary

## RULES AND REGULATIONS

### (Under Provision of Manipur Societies registration Act, 1989)

1. In the interpretation of these articles unless there is anything repugnant in the subject context

- a) "ACT" means the Manipur Societies Registration Act, 1989
- b) "Society Means": Community Development Society
- c) "Words imparting the masculine gender shall include the females.
- d) "Words" in the singular shall include the plural and vice versa
- e) "Year" means the period commencing from the 1<sup>st</sup> April and ending on the 31<sup>st</sup> March
- f) "Committee" means the managing committee of the society and "Sub-Committee" means committee appointed by the Managing Committee.
- g) "State Government" means Government of Manipur
- h) "Registrar" means Registrar of Societies appointed under Manipur societies Registration Act, 1989.

2. Name of the society shall be **Community Development Society**.

3. The address of the Registered Office of the Society shall be at:

**Zoar Veng, Bungmual, Lamka, Churachandpur District, Manipur - 795 128**

4. Date of commencement of the Society shall be: 2<sup>nd</sup> October 2012

#### **5. Membership:**

Any person male or female who is fully qualified for membership and agrees to abide by the Regulations of the Society and who is desirous for striving for the attainment of objectives of the society may be admitted as a member.

#### **6. Qualification for membership**

Any person for his/her eligibility to be a member of the society:-

- a) Should be above 18 years of age
- b) Should be one who is competent according to the law to enter into contractual obligations
- c) Should be one who is willing to work for the attainment of the aims and objective of the Society.

#### **7. Classification fo Membership:**

Every person who pay a subscription of Rs. 100/- (Rupees one hundred in one fiancial should be a member of the society. There will be no other classification or category of membership so that any members have the same status.



## **8. Mode of admission for membership:**

- a) Persons desirous of becoming members of the society shall sign the application form prescribed for the purpose or may apply in their own handwriting and pay the amount prescribed for membership.
- b) The application shall be submitted to the Secretary
- c) The secretary shall place the application before the Managing Committee whose decision on the admission for members shall be final.

## **9. (i) CESSATION AND REMOVAL OF MEMBERSHIP**

A person shall cease to be a member of the Society:

- a) On his death,
- b) On his resignation in writing and acceptance of the same by the Managing Committee,
- c) On his being mentally disable or incompetent to enter into contractual obligations
- d) On his failure to pay the subscription within due date
- e) Any person whose activities are considered detrimental to the interest of the society can be removed from membership of the society by decision of the Simple Majority of the members present and voting at the meeting of the general body of the society specially convened for the purpose after giving him an opportunity of being heard by the committee which will recommend the removal.

(ii) Cessation of membership and admission of new members of the society will have effect only when it is acknowledged by the Registrar.

## **10. RESIGNATION FROM MEMBERSHIP**

Any member he/she is desirous of resigning from the membership of the society shall apply in writing to the president. The application shall be discussed in the managing committee meeting. The resignation shall take effect from the date of acceptance of the managing committee.

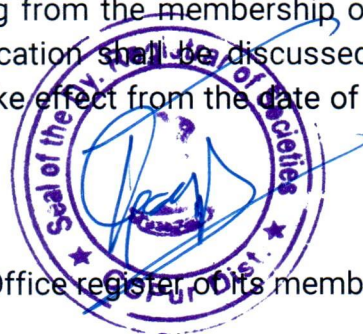
## **11. MAINTENANCE OF MEMBER REGISTER:**

The society shall maintain at its Registered Office register of its members and shall enter therein the following:

- a) The name and address of each of the members.
- b) The date on which the members were admitted.
- c) The date on which the member ceases to be such.

## **12. COMPOSITION OF THE GENERAL BODY:**

The general body of the society shall consist of the category of members mentioned in the Rule 7 of the Rules and Regulations.



### **13. POWER AND FUNCTION OF GENERAL BODY:**

The ultimate authority of all matters relating to the General administration of the society shall vest in the General body. General body shall not be done in accordance with the Act, Rules and Regulation of the Society. Among others, the power of the General body shall be the following:

- a) Election of the managing committee
- b) Consideration and adoption of the Annual report, Audit report and audited annual financial statements of accounts and balance sheet of the society.
- c) Amendment of the memorandum, rules and regulations.
- d) Such other report, return and statements as may be required from time to time or as may be prescribed by the registrar of the societies or as may be prescribed in the Act and Rules.
- e) Annual Budgets
- f) Transaction of society's business

### **14. ANNUAL GENERAL BODY MEETING**

The general meeting shall be called within one month from the ceasing of the financial year and the following business items shall be transacted in such meeting:

- a) To discuss the annual report of the Managing Committee
- b) To receive and adopt the audited statements of account balance sheets and audit report
- c) To elect the new members of the managing committee, if necessary
- d) To adopt and approve the annual budget,
- e) To appoint an internal auditor for the ensuing year
- f) To transact such other business as may be brought up by the Managing Committee.

### **15. QUORUM OF THE ANNUAL GENERAL MEETING**

Two thirds of the members entitled to vote in the up to date members register shall form the quorum of such meeting; if a quorum is not formed the meeting shall be adjourned. For such an adjourned meeting, quorum is not necessary. If in the business, the agenda can not be completed on the date of the meeting, it can be postponed to another date which however should not be later than 15 days of the date of such meeting.

### **16. SPECIAL GENERAL BODY MEETING:**

- I. A special general body meeting may be called for any purpose mentioned in para 13 by the Managing Committee or by the registrar in his own motion or by a person authorised by him for the purpose.

- II. A special general body meeting may also be called on receipt of a requisition made in writing addressed to the president by not less than 15 members which ever is less.
- III. For a special general body meeting in (b) above on receipt of the requisition the Managing Committee shall or with proceed to convene the general body meeting within a fortnight. On the refusal of the Secretary to call the meeting the requisitionists themselves or any one of the authorized shall convene the meeting.

#### **17. QUORUM OF SPECIAL GENERAL BODY MEETING:**

For the special general body meeting also two third of the members in the list of the up-to-date member registered except in the case of amendment of the Regulation shall form the quorum, for want of quorum in the meeting shall be adjourned. For such adjourned meeting, quorum is not necessary. However in case of Special General body meeting called at the required meeting not be adjourned. In case the meeting cannot discuss all the agenda it may be postponed to a date which should be later than 15 days of the date of such meeting.

#### **18. SERVICE OF NOTICE OF THE GENERAL BODY MEETING.**

A clear 15(fifteen) day notice in writing shall be given to all member specifying the date, hour and place fixed for holding the meeting and shall state the business to be transacted at the meeting. The notice shall be given by using both or either the following means:

- i. By circulation among the members and getting signatures of the members thereon taken of having received the notice.
- ii. By sending notice by post under certificate of posting.

#### **19. COMPOSITION OF THE MANAGING COMMITTEE AND ELECTION OF MEMBERS**

The management of the society shall be vest in the Managing Committee to be elected by the general body. The following shall be the composition of the Managing Committee.

- a. The managing committee shall consist of 7 members
- b. The members of the Managing committee shall elect from among themselves one President, One Vice-President, One Secretary, One Assistant Secretary and One Treasurer.
- c. The election of the Managing Committee members and the office bearers may be done either by secret ballot or show of hands according to the convenience of the society unless otherwise provided in the Act of Rules.
- d. Any bonifide members of the society who are admitted before three months from the date of election may be elected to the members of the Managing Committee.

- e. Casual Vacancies may be filled in by co-option by the Managing Committee from amongst the bonafied members of the society admitted before three months from the date of co-option.
- f. Any person co-opted by the Managing Committee to fill a casual vacancy on the committee shall held office only for the period the person in whose place he is elected.
- g. The function of Managing Committee will have effect only wheather it has been acknowledge by the Registrar and Shall have a term of 3(three) years.
- h. After the expiry of the term the Managing Committee shall have no right to function. However, if any unfavorable situation arises such as calamities, the managing committee can function upto 1 year.
- i. No member of the Society shall be elected as a managing Committee member who is in default pavement of any annual subscription to the Society and involved in appropriation of the society's fund.

## **20. RESIGNATION AND REMOVAL OF THE MANAGING COMMITTEE MEMBERS & OFFICE BEARERS:**

The mode of registration and removal of the membes of the managing committee and the office bearers shall follows:

- a) Any member of the managing committee other than the President who is willing to resign from being a member should submit his application for his resignation in writing to the president.
- b) In the case of the President the application shall be tendered to the Vice-President
- c) The application for resignation shall be placed before the Managing Committee and the effect of the registration shall take from the date of acceptance to the Managing Committee.
- d) Any members of the society whose activities are considered detrimental to the interest of the Society can be removed from his/her membership by a decision of the majority of the members called for the purpose and the vacancy shall be filled up either by election or by co-option of the Managing Committee members on the decision of the general body to do so. The members shall however be given an opportunity of being heard.
- e) Any Office bearer of the society other than the President who is desirous of resigning from his office shall submit an application to the president.

## **21. POWERS AND FUNCTIONS OF THE MANAGING COMMITTEE:**

The Managing Committee shall exercise all the powers except these reserved for the General body to which the committee is answerable. The entire administration and management of the society shall vest in the Managing Committee. The Managing

Committee shall exercise all such powers and take such p;roceeding and do such acts as are necessary for the proper management of the affairs of the society and for carrying out the objectives subject to the provisions of the Act, Rules and Regulation of the society framed there under. The other words, to do all acts matters, things and deed as may be necessary and expenditure for the purpose of the society and more particularly the following:

- (a) To look after the management to the society, its properties and to supervise the transactions of the society.
- (b) To prepare and submit Audited Statements of accounts of the previous year to the General Body meeting.
- (c) To give and accept donations and subscriptions with or without conditions
- (d) To form sub-committees
- (e) To do all such acts and things as are incidental or conducive to the attainment of the objectives specified in the Memorandum of the Association.
- (f) To frame rules of business in conformity with the Act and Rules and Regulations.
- (g) To pay all rent, taxes, salaries and remuneration of the employess of the Association.

## **22. MANAGING COMMITTEE MEETING**

The Managing Committee of the society shall meet at least once a month or often if necessary. Two third of the members of the managing committee shall form a quorum. The meeting shall be adjourned for want of quorum for an adjourned meeting no quorum is necessary. If the agenda of the day cannot be completed, it may be postponed on the date which should not be later than 7(Seven) days.

## **23. SERVICE OF NOTICE FOR THE MANAGING COMMITTEE MEETING:**

A clear 7(Seven) days' notice in writing shall be given to all the members of the managing committee specifying the date hour and place fixed for holding the meeting shall state the business to be transacted in the meeting.

The mode of serving notice for the Managing Committee body meeting is mentioned in the same manner as serving notice of the General Body meeting mentioned in Rule 18.

## **24. POWER AND FUNCTIONS OF THE PRESIDENT:**

The following shall be the power and functions of the president.

- a) The President shall exercise powers of general supervision of the affairs of the association.
- b) He/She shall preside over the meeting of the General body and Managing Committee meeting. He/She shall also preside over the meeting of the committee and sub-committees constituted under his Chairmanship.



- c) He/She shall sign the proceedings of all meetings presided over by him
- d) He/She in the event of qualifying of voters on any resolution the President shall have a casting vote.
- e) He/She may delegate any of his power to the Vice-President.
- f) He/She may sue or be sued on behalf of the Association.

## **25. POWER AND FUNCTIONS OF THE VICE-PRESIDENT:**

The Vice-President can exercise all the power and functions of the president during the absence of the latter. He can exercise the following powers also.

- a. He/She shall assist the President for the smooth discharge of the President's powers and functions;
- b. He/She shall discharge powers delegated to him/her by the president from time to time.

## **26. POWERS AND FUNCTIONS OF THE SECRETARY:**

The Secretary shall be the overall Office-in-charge of the Association in its day affairs and shall be responsible to the Managing Committee. The power and functions for the Secretary shall be as under:

- a. To take action on the resolution(s)/decision taken by the general body, Managing Committee and any other committee and sub-committee.
- b. To convene the meeting of the general body, Managing Committee, Sub-Committee of which he is a member.
- c. To conduct correspondences on behalf of the Association.
- d. To receive applications for membership of the Association and place them before the managing committee with his reports and recommendations.
- e. To ensure proper maintenance of the accounts of the Association.
- f. To submit reports to the Managing Committee from time to time.
- g. To arrange for the safe custody of all records, properties and other securities of the Association.
- h. To execute deeds/arrangement/documents etc. for or behalf of the Association.
- i. To control expenditure within the approved budget estimate
- j. To sanction day-to-day payments and expenditures.
- k. To make expenses upto the extent of power delegated to him by the Managing Committee in accordance with Rules and Regulations of the Association.
- l. To countersign the entries in the cash book
- m. To prepare annual report and statements
- n. To cause timely audit of the accounts of the Association and submit the balance sheets, auditors report etc. to all concerned.



- o. To appoint suspend, dismiss, terminate or punish the employees subject to and with proper approval of the managing committee. He shall have General control over the staff.

## **27. POWERS AND FUNCTION OF ASSISTANT SECRETARY:**

The Assistant Secretary shall exercise the power of the secretary during the secretary's absence. The Secretary may also delegate his power to the Assistant Secretary. The Assistant Secretary may assist the Secretary in discharging the Latter's duties and functions.

## **28. ELECTION OF MANAGING COMMITTEE MEMBERS:**

The election of the members of the Managing Committee shall be done atleast on month ahead of the expiry of the term. So that the succeeding Managing Committee shall assume charges for the last day of the expired term.

## **29. POWER AND FUNCTION OF FINANCE SECRETARY.**

The treasurer shall be responsible for all the financial affairs of the society. He shall not keep any amount or fund beyond the extent fixed in the regulations of the society. He shall prepare statement returns etc. connected with the accounts of the society.

## **30. MINUTES:**

The minutes of the meeting of the secretary shall be recorded in a minute book to pages of which are serially numbered. The secretary shall record the minutes. In his absence the Assistant Secretary shall record the minutes. During the absence of both, any member of the Managing Committee may be asked by the President to do the work. If the business of the meeting is likely to effect the interest of secretary and Assistant secretary, the Managing Committee may authorise any one of the members to record the proceedings.

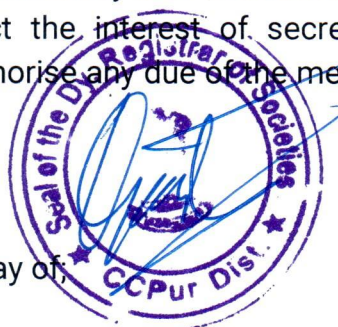
## **31. FUNDS:**

The funds for the society may be raised by way of,

1. Subscriptions from members
2. Loans and advances from Government Institutions, Corporations and agencies;
3. Local fundraise
4. Miscellaneous receipts such as donations, grants, gifts, etc.

## **32. NON-REFUNDABILITY OF SUBSCRIPTIONS FEES:**

Subscriptions once contributed and fees once paid to the society shall not be refunded.



### 33. SAFE CUSTODY AND INVESTMENT OF THE FUNDS OF THE SOCIETY:

For safe custody and investment of the funds of the society, the following arrangements shall be made:

1. All fund shall be kept in an account to be operated jointly by any two of the President, the Secretary and the Treasurer of which the secretary shall be one of the two.
2. The account shall be opened in a post office or a scheduled Bank, a Co-operative Bank or any other Banking company.
3. The treasurer shall not keep more than Rs.50000 with him/her
4. Every expenditure shall be made on the sanction of the Secretary.
5. No expenditure or investment shall be made unless the program is already approved by the Managing Committee.
6. Investments of funds, assets or properties shall be made to the public and not to the benefit of specific individuals. Funds, properties and assets of the society shall be used only for the objectives of the society and not for individuals.

### 34. REGISTERS BOOKS OF ACCOUNT:

Proper accounts books, registers, and other documents shall also be maintained as may be prescribed by the Manipur Societies Registrations Act, 1989 and the rules and regulations or by the Registrar of Societies. In case there is no such prescription, the society shall maintain the following books accounts.

- a. Cash book showing daily receipts and expenditures and the balance sheet at the end of each year.
- b. Receipts book, containing from its duplicate, one of each to be issued with details for money received by the Society and the other to serve as counterfoil.
- c. Vouchers files, containing all vouchers for contingent and other expenditures incurred by the society being numbered serially and chronologically.
- d. Ledger showing consolidated and separate account of items receipts and expenditures.
- e. Registered receipts and disbursements.
- f. Any other books of accounts, if required.



### 35. AUDIT

The accounts of the society shall clause to be audited at least once in a year by a Chartered Accountant or any other qualified auditor. The society shall pay such amount as audit for in the manner and the rate fixed by the appropriate authority of the Audit. The Managing Committee shall arrange for proper internal audit and supervision.

### **36. FILLING THE DOCUMENTS OF RETURNS:**

Documents, statements and return touching on the affairs of the society shall be submitted to the registrar of societies and other authorities within the time prescribed in the Act and Rules in Compliance of the Provisions therein or any directive from the Registrar of societies or in case the Managing committee think that the documents and information may be required by the Registrar of Societies or other authorities proceedings of the meeting of the General Body, the Managing Committee and any other Committees shall be submitted to the Registrar of Societies for his information, approval etc.

### **37. INSPECTION OF BOOKS A SUPPLY OF COPIES:**

Subject to the provisions of the Act and the Rules, the society shall keep open to inspection free of charge at its office:

- a. A copy of the Manipur Societies Act, 1989 (Act, No. 1 of 1990) and its amendments.
- b. A copy of the Manipur Societies Registration Rules
- c. A copy of the Rules and Regulations of the Society
- d. The register for members
- e. The books containing the minutes
- f. A copy of the latest audited balance sheet.
- g. The register of the Managing Committee
- h. The receipts and expenditure account
- i. Certificate copies of any document which a member of the society or a member of the public has the right to inspect shall be supplied on application.
- j. The fees for the supply of such shall be calculated at the rate of Rs. 50/- for every hundred words of a fraction thereof.

### **38. SUITS BY OR AGAINST THE SOCIETY:**

All suits by or against the society shall be in the name of the president.

### **39. SETTLEMENT OF DISPUTES:**

All disputes pertaining to the Management, working and financial position of the society will be settled by the Registrar and if not satisfied with such decision of the registrar, it may be appealed to the State Government.

### **40. DISSOLUTION:**

Subject to the provisions of the Act and the Rules for any reason whatever if the activities of the society come to a standstill or if the Society is otherwise to be wound up, the Managing Committee by a resolution shall recommend this to the General body which in turn at a Meeting specially convened for the purpose resolve by a vote of 3/5<sup>th</sup> of the



total number of the members of the society to dissolve the society after giving 15 days notice of the meeting with specified justifications for the purpose thereof.

#### 41. IRRECOVABILITY AND DISPOSAL OF PROPERTIES:

The society shall be irrevocable. No part of the society fund will be transferred or utilized to any of the managing committee members or members of the society under any circumstances.

Subject to the Act and Rules of dissolution of the society if after satisfaction of all its debts and liabilities there remains any property or properties, movable or immovable and the same shall not be paid or distributed among the members of the society, but shall be given to some other similar association or Associations to be determined in a special General Body Meeting by not less than 3/5<sup>th</sup> of the members present.

#### 42. AMENDMENTS:

SUBJECT TO THE PROVISIONS OF THE Act and the rules any alterations, additions, commissions etc. in the regulations and memorandum of the society shall be affected by votes of at least three-fifths of the total number of members of the society at a General Body meeting duly convened for the purpose. The regulations and the Memorandum so amended shall take effect from the date of receipt of the communication of the recording of the amendment from the Registrar of the Societies for the amendments in the Memorandum of the Society prior permission of the Registrar of the Societies is necessary.

#### 43. DOUBTS:

Should any doubts arise as to the meaning of any of the provisions of the Regulations, the Managing Committee may refer the matter to the Registrar of Societies and his decision shall be final.

#### 44. MATTERS NOT COVERED IN THE REGULATION:

Any matter not specifically mentioned in these rules and regulations shall be dealt with according to the provisions of the Manipur Societies Registration Act, 1989 and the rules framed there under and the words and phrases used therein shall carry an import as those in the Act and the rules.

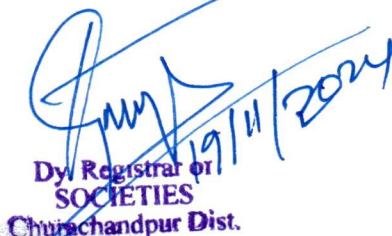
**Certified to be true:**

  
Secretary

  
Treasurer

  
President

Approved by:-

  
Dy Registrar of  
SOCIETIES  
Chirachandpur Dist.

