

The West Bengal Societies Registration Act, 1961

MEMORANDUM OF ASSOCIATION

of

**MUNICIPAL CORPORATION/ MUNICIPALITY No.... CITY LEVEL
FEDERATION**

1. The name of the society shall beMUNICIPAL CORPORATION/ MUNICIPALITY No.1 City Level Federation.
2. The registered office of the society shall be situated at Howrah Municipal Corporation, NULM Department, Address:....., P.O & P.S:, District: Pin Code:, State: West Bengal.
3. The area of operation of the society shall be BOROUGH ... (Ward Nos.) of..... MUNICIPAL CORPORATION

4. Aims & Objectives:

The aims and objectives of society are as under:

- I) To assist in reducing vulnerabilities faced by the poor and other vulnerable segment of urban populace and give them a dignified life;
- II) To awaken consciousness of poor women and mobilize them to foster their participation in the fight against poverty;
- III) To empower and capacitate urban poor women to prepare them for a collective action against poverty;
- IV) To motivate the poor to form self-managed three-tiered community institutions that would create platform for collective action and provide the poor women greater voice, solidarity, space, linkages and bargaining power;
- V) To Promote formation of self-help groups (SHGs) among the urban poor and promote feeling of mutual help, mutual trust, mutual understanding among the poor women;
- VI) To provide all types capacity building support to SHG members and constituent SHGs of Area Level Federations for their proper functioning;
- VII) To encourage the community institutions to partner with local self-Governments, public service providers, banks, private sector and other mainstream institutions to facilitate delivery of social and economic services to the poor;
- VIII) To assist Urban Local Bodies and State Governments in community surveys for economic and residential benefits, pro-poor planning, street vendor planning, preparation of master plans;

IX) To manage different community activities such as Community Development, School Uniform Making, Hawker Support Scheme, Shelter for urban homeless and such other social programmes as per guidelines of the Government from time to time;

X) To enter into any arrangements with any Government(s) or authorities whether Central, State, Municipal, Local or any other person, that may seem consistent to the objects of the City Level Federation.

The object shall always remain restricted within the scope of section 4(2) of the W.B.S.R Act, 1961

The above objects of the society will be accomplished complying the prevailing law of the country.

The income and properties of the society whatsoever derived or obtained shall be applied solely towards the promotion of the object of the society and no portion- thereof shall be paid to or divided amongst any of its members by way of profits.

5. Income and property of the society howsoever derived shall be solely utilized and applied towards the promotion of the aims and objects as set forth in the Memorandum of the Society and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, gift, division, bonus or in any manner whatsoever to the profile of the present or past members of the society.

6. Names, address and descriptions of the first and present members of the Governing Body:

Sl. No.	Name	Description/Portfolio of representing members from constituent ALF		Designation in Governing Body of the society	Signature
		Name of constituent ALF	Portfolio in constituent ALF		
1.		AREA LEVEL FEDERATION	Member of General body	Chairperson	
2.		AREA LEVEL FEDERATION	Member of Governing body	Vice chairperson	
3.		AREA LEVEL FEDERATION	Member of General body	Secretary	
4.		AREA LEVEL FEDERATION	Member of Governing body	Treasurer	
5.		AREA LEVEL FEDERATION	Member of Governing body	Livelihood Volunteer	
6.		AREA LEVEL FEDERATION	Member of Governing body	Social Security Volunteer	
7.		AREA LEVEL FEDERATION	Member of Governing body	Financial Inclusion Volunteer	
8.		AREA LEVEL FEDERATION	Member of Governing body	Member	
9.		AREA LEVEL FEDERATION	Member of Governing body	Member	
10.		AREA LEVEL FEDERATION	Member of Governing body	Member	
11.		AREA LEVEL FEDERATION	Member of Governing body	Member	

7. We, the undersigned are desirous of the society in pursuance of this Memorandum of Association (Governing Body)

SL. No.	Signature	Address with Contact No.	Occupation
1.			
	(Name)		
2.			
	(Name)		
3.			
	(Name)		
4.			
	(Name)		
5.			
	(Name)		
6.			
	(Name)		
7.			
	(Name)		
8.			
	(Name)		
9.	<hr/>		
	(Name)		
10.	<hr/>		
	(Name)		
11.	<hr/>		
	(Name)		

Witness to the above signature (Name):

Signature:

Address: **(Office address of the signatory)**

Occupation/Designation:

Office Seal:

ID (Office) No.

Dated, the _____ day of _____ 2023

The West Bengal Societies Registration Act, 1961

REGULATIONS

of

.....MUNICIPAL CORPORATION/MUNICIPALITY NO.... CITY LEVEL FEDERATION

1. Membership:

..... **MUNICIPAL CORPORATION No..... City Level Federation** is a society consisting of... Area Level Federations covering BOROUGH (ward nos. .) of MUNICIPAL CORPORATION. The registered office of the society shall be situated at Municipal Corporation, NULM Department, **Address:**, **P.O & P.S:**, **District :**, **Pin Code:**, **State:** West Bengal.

(i) **The society** shall have a General Council and a Governing Body. General Council shall be formed with two office bearers (Chairperson and Secretary) from each constituent Area Level Federation for a two-year term.

(ii) **Governing Body of the society** shall be formed with representatives from constituent Area Level Federation representatives in the General Council (either Chairperson or Secretary as may be decided by constituent Area Level Federation). The office-bearers of Governing Body shall comprise of Chairperson, Vice- Chairperson, Secretary, Treasurer, Livelihood Volunteer, Social Security Volunteer, Financial Inclusion Volunteer and other members. The office bearers and other members of Governing Body will be elected bi-annually at the Annual General Meeting by members of the Governing Body of the society.

(iii) Area Level Federation as referred to earlier is a formal association of women members from 10-20 Self Help Groups covering a ward or slum or such other geographical unit. Area Level Federation consists of two members (nominated representatives) from each constituent Self Help Group. Area Level Federation shall have one Chairperson, one Vice- Chairperson, one Secretary and one Treasurer. The constituent Area Level Federation shall be a registered body.

(iv) Self Help Groups are groups of 10-20 women or men who come together to improve living conditions through group saving and loans. Under NULM, members of Self Help Groups are usually the urban poor but non-poor can also be included in Self Help Groups (SHGs) where strong affinity or special reasons exist.

(v) Normally, SHGs are formed with women members but formation of male Self Help Groups by urban male persons is also permissible under NULM. It is not mandatory for Self Help Groups to be registered bodies.

2. Contribution:

- (i) At the time of admission, each constituent Area Level Federation shall pay an admission fee of Rs.....00 (Rupees) only,
- (ii) In addition, each constituent Area Level Federation shall pay subscription of Rs.....00 (Rupees) only per year,
- (iii) If a constituent Area Level Federation does not pay the yearly subscription on the stipulated date, a fine amounting to Rs.../- (Rupees....) only per month will imposed on the defaulted amount.

3. Register of Members:

The society shall maintain a Register of constituent Area Level Federations containing members' name, address & date of admission. The Register will be kept open for inspection of all members of City Level Federation.

4. Termination or Cessation of membership:

A person representing a constituent Area Level Federation shall cease to be so,

- i) On her resignation from membership by a letter addressed to the Secretary of concerned Self Help Group / constituent Area Level Federation / City Level Federation (the society herein) and acceptance of the same by concerned Self Help Group / constituent Area Level Federation / City Level Federation;
- ii) On her becoming insane or insolvent;
- iii) On her being convicted of any offence in connection with formation, promotion, management or conduct of affairs of the society or of any offence involving moral turpitude;
- iv) On her disregarding the Rules or disobeying the decisions of the Governing Body of the society
- v) On her non- participation in the society's meetings for more than 3 (Three) times;
- vi) On her death;

5. Rights and Obligations of Members:

A member representing a constituent Area Level Federation shall have the following rights:

- i) To elect/be elected in any election of the society,
- ii) To submit suggestion for discussion to the Governing Body and sub-committee on any matter pertaining toMunicipal Corporation No.....City Level federation
- iii) To inspect the accounts and proceedings of meeting of the society on appointment with Chairperson/ Secretary,
- iv) To pay Subscription of the society within the prescribed time.

6. Municipal Corporation No..... City Level Federation is a three-tier community based organization base of which are the Self-Help groups (SHGs), in the middle-tier are the constituent Area Level Federations and at the helm is the Municipal Corporation No..... City Level Federation . Each tier in the Municipal Corporation No....City Level Federation structure has well defined roles which are given below:

(A) 1st Tier: Self-help groups (SHGs)

SHGs are the lowest rungs in the Municipal Corporation No...City Level Federation structure. SHG are groups of 10-20 poor women or men who come together to improve their living conditions under NULM, members of SHGs are usually the urban poor but there is provision for inclusion of non-poor in SHGs where there is strong affinity or special reasons exist for that. However funding support under National Urban Livelihood Mission (NULM) is available only if at least 70% of SHG members are urban poor. Normally, SHGs consist of women members but under NULM there is provision for formation of male SHGs of physically challenged persons.

Role of SHGs:

- i. To promote regular savings among the group members,
- ii. To provide loans to SHG members for livelihood and other needs,
- iii. To form groups which would be eligible for benefits under National Urban Livelihood Mission (NULM) and other schemes of Government of India / State Government and would be able to articulate demand for the same,
- iv. To develop leadership skills among group members so that they are able to manage group activities on a rotational basis.

(B) 2nd Tier: Area Level Federations:

A constituent Area Level Federation shall consist of 10-20 SHGs covering a ward or slum or such other geographical unit with minimum of two members (nominated representatives) from each SHG. Constituent Area Level Federations shall be the registered bodies.

Roles and responsibilities of Area Level Federation:

- i. To provide a common platform for promoting collective action, interaction and building solidarity among constituent SHGs;
- ii. To build capacity of all constituent SHGs for their successful functioning;
- iii. To support formation of new SHGs and monitor functioning of existing constituent SHGs;
- iv. To facilitate access by the constituent -SHGs to all the benefits of National Urban Livelihood Mission (NULM) and other Government of India and State Government Schemes e.g. insurance;
- v. To intervene in those activities which though strengthen constituent SHGs but cannot be taken up by them on their own, such as providing for bank linkages for member SHGs, providing handholding support in preparation of loan proposals and different other issue related to running of business;
- vi. To create linkages with institutions of relevance to promote welfare of constituent SHG members e.g. insurance;
- vii. To disseminate information to constituent SHGs on issue relating to skill training, formation of microenterprises and other social assistance available under NULM and other Government programmes;

- viii. To successfully represent the **Area Level Federation** and constituent SHGs at the Municipal Corporation No.... City Level Federation;
- ix. To inculcate leadership skills among constituent SHG members so as to enable them successfully manage the constituent SHGs and the **Area Level Federation**;
- x. To lend solidarity and stability to business units of constituent SHGs by providing technical, financial, marketing and managerial support;
- xi. To improve Human Development Index of families of constituent SHGs by eradicating illiteracy, preventing child marriage, intoxication and drug abuse, building awareness on sanitation facilities,

(C) 3rd Tier: City Level Federation

..... **Municipal Corporation No.... City Level Federation** is at the helm of the community structure. Howrah Municipal Corporation No.1 City Level Federation will work with constituent Area Level Federations and their constituent SHGs city administration and financial institutions to ensure social and economic empowerment of the urban poor in general and poor women in particular. **Municipal Corporation No.... City Level Federation** shall consist of 7 (Seven) Area Level Federations with two representatives from each constituent Area Level Federations- Chairperson and Secretary.

Roles & responsibilities ofMunicipal Corporation No.... City Level Federation (the society herein):

- i. To provide a bigger platform for SHG members to mutually interact and support;
- ii. To represent needs & aspirations of larger number of SHG members especially women and children;
- iii. To assist Urban Local Bodies and State Government in conducting community surveys and preparing pro-poor, street vendor and master plans;
- iv. To work closely with respective ULB to facilitate identification of beneficiaries for different Government sponsored programmes;
- v. To assist in formation of new SHGs and regularly provide them support for their proper functioning;
- vi. To manage different community activities such as provision for community sanitation, pre-school education, adult education and other social sector programmes as per guidelines issued by Government from time to time;
- vii. To identify training and capacity building needs of constituent Area Level Federations;
- viii. To organize financial literacy camps for promoting financial inclusion;
- ix. To facilitate access to banking service by constituent Area Level Federations and their constituent SHGs;
- x. To facilitate timely repayment of bank loans;
- xi. To facilitate marketing of SHG products;

- xii. To motivate its members to join different insurance schemes floated by central/ State Government;
- xiii. To do all such acts, deeds, matters and things as deemed appropriate and necessary for attaining foregoing objectives.

7. Governing Body:

(a) Meeting of Municipal Corporation No.... City Level Federation (the society herein) Governing Body shall be held at least once a month and that of General Council shall be held at least once in three months at such place, date & time as the Chairperson / Secretary may decide. All the members shall be informed well in advance for the meetings. First meeting of the society will be convened by Manager / Assistant Project officer/ Community organizer and be presided over by a member of the Governing Body to be elected at the meeting. Requisition meeting of Governing Body may be summoned by at least one third of the members of the Governing Body. Secretary shall convene the meeting within 7 days failing which the Chairperson t shall do so provided that no business other than specified in the notice is transacted in the meeting.

A minimum of 60% of members with at least four office bearers out of seven shall be present for any financial decision to be valid and where decisions on changes in Regulation are to be made, at least 3/4th of the members shall be present. The society shall hold its Annual general Meeting within two months from end of financial year.

(b) Notice & quorum: At least 7 days notice shall be given to all the members for meeting of Governing Body specifying therein date, time, place and general agenda to be transacted at meeting, Emergency meeting may be called giving 24 hours notice.

One third of the members personally present shall constitute a quorum for the meeting of the Governing Body. Non-observance of quorum even after lapse of 30 minutes of the scheduled time will eventually lead the members present to adjourn the meeting.

(c) Procedure of the Meeting: The Chairperson or in her absence, the Vice- Chairperson will chair all meetings of the Governing Body. In the absence of both Chairperson and Vice- Chairperson, the meeting present shall elect Chairperson for the meeting. All issue at the meeting will, as far as possible, be settled through a consensus failing which the issue will be decided by a majority vote. Each member (except honoured members) will have one vote. In case of equality of votes, the Chairperson of the meeting shall have a casting vote in addition to her own vote.

8. Expulsion & Removal:

If any frequent action by a member is found to be prejudicial and detrimental to the interests of the society and also in violation of its Regulations, the Governing Body after due enquiry, censure, suspend or even expel the member from the Governing Body. In that case, the Governing Body shall first serve the member concerned a show-cause notice showing therein the charges framed and ask her to submit her statement in defence within a month. On receipt of the explanation, the Governing body shall have the power to take suitable action against the erring member after allowing her opportunity to defend her case. If no reply to the show-cause notice is received within a month the Governing Body may ex-parte decision. For any act of expulsion or termination, no subsequent date that such act of expulsion or termination was wrongful and/ or unlawful.

9. Duties, Responsibilities and Powers:

A. The Governing Body shall have general power of supervision over functioning of all the tiers of Subject to the provisions of Memorandum of Association and these Regulation. The Governing Body shall have following powers:

- (a) To appoint sub-committee with such duties and powers as may be considered necessary and expedient;
- (b) To mobilize resources & build community development fund;
- (c) To accept donation, gift, subscription, movable or immovable properties for fulfilling the objectives of the society and be responsible for safe keeping of assets / fund;
- (d) To keep the society's fund in savings/current/term deposit account in a scheduled commercial bank / State corporative bank to be operated upon by any two of the office bearers namely, President, secretary and Treasurer,
- (e) To sell, mortgage or otherwise dispose of or deal with all or any part of the property of the society;
- (f) To prepare community based plans in the basis of feedback received from constituent Area Level Federations and determine priority for implementation of plans
- (g) To sanction schemes, projects etc to be undertaken by the society;
- (h) To facilitate thrift & credit activities for bettering income generation & raising quality of life;
- (i) To prepare budget of the society.

10. (a) Responsibilities of the Chairperson:

- i. Presides over the regular meetings and any other meetings of the society
- ii. Signs (or puts thumb impression) to approve the decision and resolutions of the society taken at various meetings
- iii. Calls for or postpones a special meeting
- iv. Check and coordinate the activities of the Secretary, Treasurer and other members
- v. Maintains relationships within and outside the society, especially with the banks
- vi. to ensure credit to the constituent Area Level Federation (group and individual SHG members) as well as access of SHG members to benefits under all relevant components of NULM
- vii. Regularly monitor constituent Area Level Federations & report progress of the society to the Municipal Authority along with any other details requested in a timely manner.
- viii. Shall mobilize SHG members for social cause, shall organize at least one monthly camp on social issues in its area.

(b) Responsibilities of the Vice Chairperson:

- i. Presides over the regular meetings and any other meetings of the society in absence of Chairperson,
- ii. Signs (or puts thumb impression) to approve the decision and resolutions of the society taken at various meetings
- iii. Check and coordinate the activities of the Secretary, Treasurer and other members
- iv. Maintains relationships within and outside the society, especially with the banks
- v. to ensure credit to the constituent Area Level Federation (group and individual SHG members) as well as access of SHG members to benefits under all relevant components of NULM
- vi. Regularly report progress of the society to the Municipal Authority along with any other details requested in a timely manner.
- vii. Take independent responsibilities for social up-liftment of the member families of SHGs (of constituent Area Level Federations) like 100% literacy, no child marriage, 100% financial inclusion and savings and eradicate other social evil prevalent among urban poor.

(C) Responsibilities of the Secretary:

- i. Call meetings with the prior permission of the Chairperson and prepare the agenda for every meeting
- ii. Maintain a record of the proceedings of all regular and special meetings and read them out at the next meeting.
- iii. Write resolutions made at each meeting and read them out at the same meeting.

- iv. The Secretary will maintain the membership register, attendance register, and activity and resolution register
- v. Conduct all meetings and chair a meeting if the Chairperson is absent.
- vi. Verify the books of account of the society regularly and report to the members in every meeting.
- vii. Maintain relationships within and outside the society especially with the banks
- viii. to ensure credit to the constituent Area Level Federations (group and individual SHG members) as well as access of SHG members to benefits under all relevant components of NULM
- ix. Regularly report progress of the society to the Municipal Authority along with any other details requested in a timely manner.
- x. Take independent responsibility on market linkage/Export orientation of SHG product and support to Groups in this regard.

(D) Responsibilities of the Treasurer:

- i. Preserve all important papers and documents related to financial matters of the society
- ii. Maintain all accounts of the society i.e. cash book, loan ledger, receipt and payment vouchers.
- iii. Deposit all cash collected at meetings within two days of collection
- iv. Pay loans approved by the society to constituent Area Level Federations and receive savings, repayment, interest, fines, etc.
- v. Present all financial reports of the group
- vi. Take personal responsibility to enhance society corpus taking different innovative sources and use it judiciously for SHG's financial activity.

(E) Responsibilities of the Livelihood Volunteer:

- i. Identify employment sectors which would increase income for SHG members. Market ability of the products to make economic activity of groups financially more viable.
- ii. Provide support for setting up new enterprise ventures under NULM linking the members to credit and advisory services;
- iii. Provide linkage with skill training opportunities under NULM

(F) Responsibilities of the Social Security Volunteer:

- i. Evaluate the social security needs of SHGs;
- ii. Liaison with ward officials in charge of health, education and other social security such that SHGs are linked with benefits available in the city to ensure higher standard of health, education and social security norms.
- iii. Compile and update a list of schemes in the city whose benefits SHGs can access and disseminate this information through the constituent Area Level Federations.

(G) Responsibilities of the Financial Inclusion Volunteer:

- i. Ensure that SHGs are linked with banks;
- ii. Ensure that SHGs are linked with financial institutions for insurance and money remittances;
- iii. Ensure that individuals from SHGs have Basic Savings Bank Deposit Accounts (BSBDAs)
- iv. Ensure that all SHGs undergo financial literacy training.
- v. Ensure monthly meeting with bank branch and city livelihood centre to mitigate all bank related problems.

11. Meetings:

- a. The Governing Body will meet at least one time every month. The dates of the meetings are **7TH DAY** of each month.
- b. In case of an urgent and important issue, special meetings may be held at a shorter notice.
- c. A minimum of 60% of the members with at least 3 (Three) out of 4 (Four) of the office bearers must be present for decisions to be valid. Where decisions on funds above Rs.- (.....) or changes in the Regulation are to be made, at least 3/4th (three fourth) of its member must be present.
- d. The society will hold its Annual General Meeting in the month of April every year. This meeting will review the last year's activities and financial progress and plan the activities for the next year. (The Governing Body may use this meeting to conduct regular annual elections for the posts of office bearers of the Governing Body).
- e. In case of special meetings or change in the conduct of regular meetings, the Secretary is supposed to give 1 (one) day notice to the members about such meetings

12. General Meeting:

I. Annual General Meeting

- a. Notice -

The Secretary shall call the Annual General Meeting within one month from the end of the last financial year giving at least 14 days' notice to all members. The Notice shall contain the place, day, time and agenda of the meeting. Notice to be handed over or to be sent by post with acknowledgement.

b. Agenda -

The business to be transacted at the AGM shall be:

- i. To confirm the minutes of the last AGM and the Special General Meeting, if any;
- ii. To adopt with or without modification the report of the working of the society for the previous year;
- iii. To pass audited accounts of society for the previous year ended;
- iv. To appoint qualified Auditor or Auditors;
- v. To transact such business as may be fixed by the Governing Body;
- vi. To transact such other business as may be brought by giving 14 days' notice from any members, and
- vii. To conduct election to the Governing Body
- viii. Review the social activity undertaken and present social status of the family of SHGs.
- ix. Achievement in financial activities undertaken by SHGs and their future prospect and proposals in this regard.
- x. Overall performance of the society and SHGs towards social and economic stability of the group members.

c. Quorum of the Meeting -

One-third of the total number of members (with voting right) of the society personally present at the commencement of the meeting shall constitute the quorum.

d. Manner and Method of Voting –

The Chairpersons of the meeting shall decide the manner and method at the outset of the meeting.

II. Special General Meeting

A Special General Meeting may be convened by the Governing Body at any time depending upon the urgency of the matter. At least 7 days' notice shall be given to every member for Special General Meeting.

Chairperson of the society may hold a Special General Meeting. The Chairperson or in her absence, Vice-Chairperson or in the absence of both, Governing Body shall convene the Special General Meeting within 15 days from the date of receipt of such request. In defaults of the Governing Body, the requisitions shall hold such meeting provided that no business other than those specified in the notice shall be transacted.

III. *Extra-ordinary General Meeting*

The Governing Body may direct to convene an extra-ordinary general meeting for consideration of addition or modifications of the Memorandum / Regulations of the society. 7 (seven) days' notice along with the draft of proposed changes shall be sent to all members before the meeting. The resolution for change, amendment etc. of the Memorandum and Regulations be carried out if accepted by the three-fourth of the members (with voting right) present at the meeting.

13. Maintenance of Group Records:

- a. Membership, attendance, activity and resolution registers will be kept with the Secretary to register membership, proceedings, attendance and resolutions of all meetings and all other records not specified to other office bearer.
- b. Cash book and bank loan register will be maintained by the Treasurer who will update the position of all income and expenditure as well as bank loans received and repaid.
- c. Bank Pass Book to be maintained by the Treasurer and updated regularly at each deposit and withdrawal.
- d. All records are to be made available freely for examination by each SHG during the meetings and at other times, with reasonable notice to the relevant office bearer of the Governing Body

14. Safe Custody of Properties:

The Governing Body shall be responsible for the safe custody of the fund, properties and assets of the society. Secretary shall be custodian of assets. The fund of the society shall be kept in Savings Accounts /Fixed Deposits with any scheduled commercial bank / Co-operative bank / Post Office in the area of operation of the society. Treasurer shall be custodian of all liquid cash and funds.

15. Books of Accounts and Inspection:

The books of accounts and other statutory books shall be kept at the registered office of the society and shall be open to inspection of the members at such time and place as the Governing Body directs on a written request made by any member.

16. Auditors

The accounts of the society shall be audited by Chartered Accountants to be appointed by the Governing Body annually.

The auditors shall have the right of access at audit times to the books of accounts of the society without notice and shall be entitled to enquire from the Chairpersons of the society and any other member of the society such information and explanations as may be necessary for the performance of their duties.

17. Accounting Year:

The accounting year of the federation shall be from 1st day of April of each year to the 31st day of March of the following year.

18. Managing funds:

- a. Loans will be considered during periodic meetings of the society based on written applications by SHGs from constituent ALFs addressed to the Chairperson of the Governing Body of the society. While representatives of the ALF member applying for the loan may take part in the discussions, they will not be allowed to vote at the time of taking a decision on the loan.
- b. The loan limit for each individual SHG shall be decided by the full Governing Body considering the financial position of the society and its obligations to meet the credit needs.
- c. The service charges shall be Re. 1 (one) per month per Rs. 100.00 (Rupees One Hundred Only).
- d. The loan repayment procedure shall be decided by the Governing Body of the society.
- e. On sanction of the loan, the record of the loan, including agreed repayment schedule must be recorded in the Activity, Resolution, Saving and Loan registers. Thereafter, all repayments (and defaults, if any) must also be so recorded

- f. The loan shall be granted as long as:
 - i. The SHG has paid all society membership fees of concerned ALF due and has repaid any previous loan amount in full, along with the interest
 - ii. The proposed loan purpose is viable
 - iii. The representative member from ALF is meeting and saving on a regular basis, is following its byelaws and takes an active interest in the society

- g. All the income that accrues to the society from interest on savings and loans and returns from penalties and fees will be re-invested in the society fund/corpus.

19. Managing the Bank Account:

The society account shall be kept in the nearest bank. The Treasurer, Chairperson and/ or Secretary (any two) shall have joint signatory power. All withdrawals should have to be supported by a resolution of the Governing Body of the society.

20. Suit and Legal Proceedings

All suits and legal proceedings by or against the society shall be in the name of Chairperson/Secretary or such person as shall be appointed by the society.

21. Alternation of Memorandum and Regulations:

The Memorandum of Association and Regulations may be altered, modified, rescinded or added to by special resolutions passed by the 3/4th members in an extra-ordinary general meeting called for the purpose.

The society may delegate the Governing Body the power to make, alter, modify or rescind the Memorandum of Association and Regulations as may be considered necessary in the interest of smooth functioning of the society.

22. Dissolution of the federation:

The dissolution may be carried out following Section 24 & 27 of WBSR Act, 1961.

We, the undersigned members of the Governing Body do hereby certify that the above is a true copy of the Regulations of the society.

Signed: **(4 Office Bearers only)**

1..... (Chairperson)

2..... (Vice-Chairperson)

3..... (Secretary)

4..... (Treasurer)

Dated, Day of 2023

Witness:

(Name & Designation):

Signature & Seal of any Officer of Municipal Cadre/School Teacher with Office Seal

Checked & verified by

**Nodal Officer
Secretary & City Project Officer (DAY-NULM Programme)
..... MUNICIPAL CORPORATION**