

**FORMAT FOR REGISTRATION OF ADVENTURE CLUB  
DEPARTMENT OF SPORTS & YOUTH SERVICES  
GOVERNMENT OF MIZORAM**

**1. Name of the Club :**

The Name of the Club shall be .....  
(No personal name should be used as name of the Club)

**2. Complete Postal Address :**

.....  
.....  
.....

Address for Communication : .....

PHONE (Mobile/landline) : .....

Email : .....

Whats app No.: .....

**3. Area of operation \_\_\_\_\_**

**4. Aims and objects :-**

The aims and objects for which the Club is established are as under :

- (a)
- (b)
- (c)
- (d)
- (e)
- (f)
- (g)

All the incomes, earnings, movable or immovable properties of the Club shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Club and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or in any manner whatsoever, to the present or past members of the Club or to any person claiming through any one or more of the present or the past members. No member of the Club shall have any personal claim on any movable or immovable properties of the Club or make any profit, whatsoever, by virtue of his membership.

**5. Main Activities/Adventure Sports to be taken up :-**

- (1) .....
- (2) .....
- (3) .....
- (4) .....
- (5) .....

**6. Office Bearers :**

| <i>Sl. No.</i> | <i>Name<br/>(Full in Capital)</i> | <i>Address</i> | <i>Occupation</i> | <i>Designation in the Club</i> |
|----------------|-----------------------------------|----------------|-------------------|--------------------------------|
| 1.             |                                   |                |                   |                                |
| 2.             |                                   |                |                   |                                |
| 3.             |                                   |                |                   |                                |
| 4.             |                                   |                |                   |                                |
| 5.             |                                   |                |                   |                                |
| 6.             |                                   |                |                   |                                |
| 7.             |                                   |                |                   |                                |

**7. Desirous person :**

We the undersigned are desirous of forming a Club namely .....  
 ..... Under the Department of Sports & Youth  
 Services. Government of Mizoram.

We agree to abide by all rules, regulations and instructions of the Department  
 of Sports & Youth Services. Government of Mizoram.

| <i>Sl. No.</i> | <i>Name<br/>(Full in Capital)</i> | <i>Address</i> | <i>Occupation</i> | <i>Signature</i> |
|----------------|-----------------------------------|----------------|-------------------|------------------|
| 1.             |                                   |                |                   |                  |
| 2.             |                                   |                |                   |                  |
| 3.             |                                   |                |                   |                  |
| 4.             |                                   |                |                   |                  |
| 5.             |                                   |                |                   |                  |
| 6.             |                                   |                |                   |                  |
| 7.             |                                   |                |                   |                  |
|                |                                   |                |                   |                  |
|                |                                   |                |                   |                  |
|                |                                   |                |                   |                  |
|                |                                   |                |                   |                  |

**8. Present member of the club :**

| <b>No. of Male members</b> | <b>No. of female members</b> |
|----------------------------|------------------------------|
|                            |                              |

Leader

Secretary

## MODEL RULES AND REGULATIONS OF A CLUB

### 1. **Name of the Club :**

Name of the Club shall be .....

(No personal name should be used as name of the Club)

### 2. **Membership**

The membership of the Club is open to any person who has attained the age of maturity and fulfills the terms and conditions of the Club but subject to the approval of the Office Bearers. No person shall be enrolled in more than one Adventure Club.

### 3. **Membership Fee & Subscription**

The Admission Fee and the Subscription shall be as under unless otherwise revised by the Executive Committee Members:

(a) Admission Fee ' ..... at the time of admission

(b) Subscription ' ..... per Year

### 4. **Termination or Cessation of Membership**

The Executive Committee of the Club shall have the powers to expel/terminate a member or/and members, from the membership of the Club, on the following grounds :

(a) On death,

(b) On written resignation,

(c) If found to be involved in any anti-social activities,

(d) If adjudged by any court of law to be a criminal offender

(e) If found guilty by means of anti propaganda of the Aims and Objects of the Club.

(f) If fails to pay the subscription or contribution for the year.

(g) If has not attended three consecutive meetings,

(h) If disregard Rules & Regulations or disobey the decisions of the Executive Committee. The decision of the Executive Committee, shall be communicated to the member concerned.

### 5. **Re – Admission**

In case, any member of the Club is expelled by the Executive Committee on any ground of section 4(b), (e), (f), (g) & (h) of rules & Regulations, he can be readmitted, provided the Executive Committee permitted his/her re-admission.

### 6. **Register of members and facilities**

The Club shall maintain a register of its members and shall enter therein the name, address, date of enrollment and date of termination of the members.

### 7. **General Body Defined**

All the members of the Club will constitute the General Body of the Club.

**8. General Body :**

- a) Notice : Minimum 14<sup>th</sup> days notice shall be given to the members, before the date of General Body Meeting, enclosing agenda specifying date, time, place and issue to be discussed.
- b) Meeting : General Body Meeting shall be held at least Six times in every year.
- c) Quorum : The quorum of General Body Meeting shall be 1/2 (half) of the total strength of the General Body Members of the Club.

**9. Rights & Privileges of Members**

All and every member of the Club :

- (a) shall be entitled to participate in meetings, cultural/educational functions and other lawful gatherings, called/arranged by the Club.
- (b) Have right to called the Identity Card after depositing the required/prescribed fee (fixed by the General Body of the Club from time to time).

**10. Duties of the members**

All and every member of the Club shall :

- a) elect the Office Bearers of the Club.
- b) attend the General Body Meetings regularly
- c) give the necessary information to the Club, pertaining to any matter which is necessary to be known by the Club.
- d) not indulge in activities which are prejudicial to the Aims and Objects and /or the Rules & Regulations of the Club.

**11. Governing Body**

- a) Strength : The strength of Executive Committee(including office bearers and executive members) shall not be less than 10 (ten) and not more than 25 (twenty five).
- b) Term : Term of every Executive Committee shall be 2(two) years.
- c) Notice : Minimum 14 (fourteen) days notice shall be required for every Executive Committee Meeting of the Club but urgent / Executive Committee can be called by 24 hours notice.
- d) Quorum : Quorum of every Executive Committee Meeting shall be 2/3 (two third) of the total strength of the Executive Committee.
- e) Emergent Meeting : The emergent Executive Committee Meeting may be called by the 24 hours notice.

**12. Composition of the Governing Body**

The composition of the Governing Body shall be as under

- (a) Leader One
- (b) Deputy Leader One
- (c) Secretary One
- (d) Asst. Secretary One
- (e) Treasurer One
- (f) Financial Secretary One
- (g) Executive Members From \_\_\_\_\_ to \_\_\_\_\_

**13. Termination of members of Executive Committee**

Any member of the Executive Committee can be terminated from the office on the same grounds of article 4

**14. Functions & Powers of Executive Committee**

- (a) Executive Committee shall be responsible for the management and administration of all affairs of the Club, and is also authorized to appoint any office bearer/executive member to look after any particular activity.
- (b) All the decisions shall be taken by the majority votes.
- (c) The Executive Committee shall have the powers as are the powers of the Club, mentioned in the Memorandum of the Club and in these Rules and Regulations. The Executive Committee shall have also the following powers :
  - (i) To prepare Plans, Projects and Programmes
  - (ii) To appoint Election Officer and his/her powers.

**15. Powers and Duties of office Bearers**

**A. Leader**

- (a) Leader shall preside over all the meetings of the society.
- (b) At the time of voting on any matter/subject (except election), if the total votes of the groups of members happen to be equal in number the Leader has the power to cast an extra vote to decide the matter/subject.
- (c) Leader shall have the power to allow inclusion of any subject/matter in agenda for the discussion in the course of Proceeding/Meeting.
- (d) Leader will sign all the papers/letters, on behalf of the Club, to conduct its correspondences.

**B. Deputy Leader**

The Deputy Leader of the Club shall enjoy all the powers of the Leader in his/her absence.

**C. Secretary**

- (a) Secretary will summon and attend the meetings of the Executive Committee and General Body.
- (b) Secretary will prepare the membership register as well as the proceeding register to record the minutes of the proceedings of the Executive Committee Meetings and have them duly signed by the members who attend the meetings.

**D. Asst. Secretary**

The Asst. Secretary shall enjoy all the powers of Secretary in his/her absence.

**E. Treasurer**

- (a) All funds of the Club shall remain under the care and management of Treasurer.
- (b) Treasurer shall maintain the accounts of all money which is received and/or paid by him/her on behalf of the Club.
- (c) Treasurer shall make disbursement in accordance with the direction of Executive Committee.

**F. Financial Secretary**

- (a) He shall keep account book of the Club's fund and shall record all receipts and expenditures.
- (b) All monetary transactions shall be made through her/him
- (c) He /She shall be responsible with the Treasurer for the proper accounting of the Club's fund.

**16. Filling up of Casual Vacancies**

Any casual vacancy amongst the Executive Committee, shall be filled by the resolution passed by the Executive Committee. Such appointment(s) shall be confirmed by the General Body in its coming General Body Meeting.

**17. Election**

General Body in its Annual Meeting will elect its Leaders and all the office bearers and also the Executive Members of the Governing Body, after every \_\_\_\_\_ years by secret ballot papers or by show of hands as the Election Officer may decide. Voting by proxy will be allowed/will not be allowed. Simple majority of vote shall be declared as elected.

**18. Sources of Income**

All the income of the Club shall be utilized only for the promotion and upliftment of the Aims and Objects of the club. Sources of Income of the Club are as under :

- (a) Admission Fee & Subscription from the members of the club
- (b) Donation and Special Contributions.
- (c) \_\_\_\_\_

**19. Property of a society**

All property belonging to a Club shall vest in the General Body of the club. The club shall maintain register for recording details of the properties.

**20. Gift**

Any kind of gift received from any person for a specific purpose shall not be used for any other purpose without the consent of the donors .

**21. Financial Year**

Financial year of Society shall start from 1<sup>st</sup> Jan. – 31<sup>st</sup> December, every year.

**22. Audit**

The accounts of club shall be audited by the auditor (any Auditor appointed by the Executive Committee) every year.

**23. Management of Funds & Accounts Operation**

Bank Account shall be operated by joint signatures of \_\_\_\_\_ . The club shall keep proper books of accounts in which all sums of money received, source thereof, expenditure and object or purpose, the assets and liabilities of the club shall be entered.

Opening of Bank account for the club is in the decision of the General Body.

**24. Inspection of accounts and of the proceedings of meetings**

All the members of the club shall have the right to inspect Books of accounts and proceedings of the meetings of the club if and when required.

**25. Submission of annual report/returns**

Once in every year a list of the General Body of the current year, annual activities report certified by Leader and Secretary and auditor's report and balance sheet for the previous year duly audited and signed by auditors shall be submitted to the Director, Sports & Youth Services Department, Government of Mizoram, failing which the registration of the club will be rescinded.

**26. Dissolution**

If the club needs to be dissolved, it shall be dissolved through a resolution to this effect by vote of two-third of all member present and voting. The resolution should be intimated to the Director, Sports & Youth Services Department, Government of Mizoram at the earliest.

**27. Legal Proceedings**

A Club may sue and/or be sued in the name of the Leader, the Secretary or any office bearer authorized by the General Body in this behalf.

**28. Amendment**

Any amendment in Memorandum and Rules & Regulations will be carried out in accordance the direction of the secretary, Department of of Sports & Youth Services, Government of Mizoram.

**29. UNDERTAKING :**

We hereby agree to abide by the Rules, Regulations & Instructions laid down by the Directorate of Sports & Youth Services, Government of Mizoram.

**30. Application of the Act**

All Orders, notification, instructions of the Department of Sports & Youth Services, Government of Mizoram shall apply to this club.

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

Treasurer

Secretary

Leader