

# Steps to Form BJS Chapter

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- 1) Five Founder Members to take ownership of Chapter formation for a locality, village, group of villages or city as the case may be.
- 2) Use the Schedule B and Schedule C documents for forming the chapter and adopt the same as chapter constitution.
- 3) Finalize the chapter name as explained in both Schedule B and Schedule C (Example, BJS <<Chapter Location>>, BJS Jalna, BJS Shivaji Nagar-Pune, BJS Shimoga-Mudhol, etc.)
- 4) Minimum 30 members should be confirmed for chapter formation. There is no upper limit of members for chapter formation.
- 5) Chapter can be registered with the charity commissioner as a society or can be formed without registering it as a society. Take a decision of whether the chapter will be registered or not.
- 6) Take the NOC from BJS HO for chapter formation by sending a request letter in the prescribed format with the member list. Also mention about the decision about whether it will be registered society or not.
- 7) The first meeting of General Body should take place immediately to elect 6 members other than founders to form the first Managing Committee of total 11 members.
- 8) The first Managing Committee will meet immediately to elect the office bearers (President, Vice President, Secretary, Joint Secretary and Treasurer).
- 9) Chapter can open the bank account after receiving the NOC and either completing the process of registration with the charity commissioner or after forming the Association of People (AOP).

## Other Documents to be referred and used:

- 1) Draft letter to call a meeting for inviting community members within a locality for chapter formation
- 2) Background Guidelines for forming chapter
- 3) Chapter Constitution  
(Schedule B - Memorandum of Association & Schedule C - Rules & Regulations)
- 4) Membership Form
- 5) Request Letter to be sent to BJS HO for NOC
- 6) Annexure of Member List to be sent to BJS HO with the request letter