

Steps to Form BJS Chapter

- 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