

**PACNHSILA CLUB
RULES**

1. Name

The Name of the Club is Panch Shila Club.

2. Definition

- (i) "Club" means the Panch Shila Club.
- (ii) "Society" means the Panchshila Cooperative Housing Building Society Ltd.
- (iii) "Managing Committee" means the Managing Committee of the Panchshila Cooperative Housing Building Society Ltd.
- (iv) "Committee" means and includes any Committee or sub- Committee set up by the Managing Committee.
- (v) "He" include "She" and vice versa and singular includes plural and vice versa
- (vi) "Delhi" includes New Delhi, Delhi cantt. & all other areas of Union Territory of Delhi.
- (vii) "Secretary" includes "Hony. Secretary.
- (viii) Outstation member all member residing outside the radius of 40 k.m. from Delhi (Gole Dak khana being the point for determining the distance).

3. Management

- (i) The managing Committee of the society as may from time to time, be and is set up by the society under the Delhi Cooperative Societies Act, 2003, Delhi Cooperative Societies Rule 2007 and Bye –Laws of the Society , shall manage and supervise all affairs of the Club.
- (ii) The Managing Committee may for the day to day management and for the general supervision of the Club affairs and its various activities set up Standing Committees, Special Committee or other Committee as it may deem fit and proper and frame Rules, subject to the approval of the General Body & Regulations for the conduct of the affairs of the Club. The Secretary of the Society shall be the Secretary of the Club as well.
- (iii) The Managing Committee may appoint Assistant Secretary (ies) and any other officer/staff as may be requisite for the proper running of the club administration and its affairs.

The Managing Committee may appoint any member of the Committee to be Hony. Secretary and Hony. Treasurer and may further revoke such appointments.

- (iv) The Club House, its building and tenements etc. attached there to and part of it, its fittings and fixtures, fixed or other-wise as they exist today or which may hereafter exist or be added to it shall be owned and continue to be owned by the "Society".

4. Objects

- (i) To provide and afford to its members facilities, amenities, privileges, advantages, comforts and conveniences as are usually provided in such Clubs.

- (ii) To promote sports and games. To promote or hold either alone or jointly with any Association, Club or persons, meetings, competitions and matches relating to tennis and other games, athletic sports and pastimes and to offer, give or contribute prizes, medals, and awards and to promote, give or support, dinners, balls, concerts and other entertainment.
- (iii) To promote cultural activities and entertainments & to maintain a library and a reading room.
- (iv) To provide provisions and refreshment of members and guests as may be decided by the Managing Committee from time to time.
- (v) To do all such other lawful things, as are incidental and/or conducive to the attainment of the above objects.

5 Departments

The Managing Committee will ordinarily divide the various activities of the Club in different departments which may be created or dropped or amalgamated as may, from time to time, be deemed necessary. Without affecting the generality of the above, these may be divided into the following departments:-

- (i) Swimming Pool.
- (ii) Tennis, Badminton, Squash, Billiards, Table Tennis, Cards
- (iii) Catering and Bar.
- (iv) Library and Reading Room.
- (v) Entertainment.

6 Members

- (a) There will be the following categories of members of the Club
 - (i) Owner Members:- A member of the Panch Shila Cooperative Housing Building Society Ltd., who owns a Plot of land or flat in the Panch Shila Cooperative Housing Society Colony (Panch Shila Park) shall be admitted as member of the Club subject to its rules and regulations and on becoming member of the Club shall be known as Owner Member.

Should within 12 months of Owner's demise his/her erstwhile spouse desire to become a member of the Club, he/she may, unless remarried, be admitted under category 6 (a) (v) without interview or admission fee.

In case of change of Ownership, the original owner (s) shall automatically cease to be owner member(s), but can continue in the category of Nominal Member of the Club from

the date of the change. Son, Daughter, grandsons, granddaughters, Father and mother of the original owner (s), if members on the date of change, may be allowed to continue as nominal members.

In case of change of ownership by sale or inheritance, only one of the new owner (s), whose name appears first in the share certificate issued by Society shall be eligible to become Owner member and the usual facilities of nominal membership for son, daughter, grandson (s) and daughter (s), father and mother shall be available to only in his case, provided the new owner-member has become a member of the Club.

Joint Owner(s), may apply for membership and will be balloted as per rules, without having to wait in queue of normal applicants. Admission fee will be as applicable to owner members.

- (ii) Son(s), daughter(s), grandson (s), granddaughter (s), father/mother of Owner Members who are members of the Club, may be admitted as Members as per the procedure laid down in this behalf by the Managing Committee.
- (iii) Diplomat Members – Ambassadors, High Commissioners, Counsellors, and First Secretaries of foreign missions posted in New Delhi and heads and deputy heads of United Nations agencies during their posting in New Delhi.
- (iv) (a) Tenant/Fixed Term Member – A bonafide tenant residing in one complete dwelling unit of Owner member of Panch Shila Club, on verification of his lease, may be admitted as a fixed term member of the Club for the fixed period corresponding to the duration of his lease executed with the owner of the house. As soon as the period of lease expires or he shifts out of the Panch Shila Park, whichever is earlier, he shall automatically cease to be a member of the Club.
- (iv) (b) In case a Tenant/Fixed Term Member extends his old lease or signs a new lease within the Panch Shila Park itself, he shall, if he still desires to remain a member of the club, make a request for continuation of membership of the club till the period for which the lease deed has been extended or the period for which the new lease deed has been signed. He shall forward to the club a copy of the new lease deed and a letter from the landlord certifying the extension. On receipt of this request, the managing Committee may, at their discretion, extend the period of membership.
- (vi) Nominal Member – individuals who do not belong to categories (i), (ii), (iii) and (iv) shall be admitted as members under this category.
- (vi) Corporate Member – A corporate body may be admitted as a Member of the Club under Terms & Conditions detailed in Annexure A.

- (vii) Temporary Member – A person visiting and Delhi from Outstation for a short stay may on being sponsored by an owner Member, be admitted as Temporary Member for a maximum Period of one month in any one calendar year.
- (vii) Outstation Members- Owner & Sons/Daughters of Owner Member who leave Delhi for more than one full calendar month for any destination beyond 40km radius from Delhi (Gole Dak khana to be point point for determining the distance) will be treated as out – station member.
- (viii) Honorary Member – The Managing Committee may invite eminent persons to become Honorary Member of the Club. The number of such honorary members shall not exceed six at any one time.
- (b) No person below twenty-one years of age shall be eligible for Membership.
- (c) Should, within 12 months of a member’s demise, his/her erst-while spouse, if not already a member desire to become a member of the club, he / she May, unless remarried be admitted under category 6 (a) (v) without interview or admission fee. But a charge of Rs.25000/- as restoration charges will be charged for transfer of Club membership to the spouse.

7. Application for Membership

- (a) Every candidate for membership shall apply in writing on the prescribed application form alongwith requisite non-refundable Fee, relevant to the category in Rule 6. when issue of such Forms is authorized by the Managing Committee.
- (b) The application shall be signed by the candidate and by his proposer and seconded one of whom at least should be an “owner Member” where specified in the relevant application form, and handed over to the Secretary of the Club and a receipt obtained.
- (c) Every application shall be entered in the candidates’ Register kept by the Secretary. A separate register shall be maintained for each category.

8. Admission as Member

- (a) The Managing Committee shall invite for personal meeting, persons qualified for admission to the various categories of membership. Owner and temporary members shall, however, be exempted from this procedure.
- (b) Election of member shall be held by secret ballot, for which purpose, the ballot boxes shall remain available for balloting by the members of the Managing Committee for two working days following the aforesaid personal meeting.
- (c) One black ball in the ballot shall nullify three white balls, in which case, a candidate shall be considered elected if the number of white balls exceeds three times the number of black balls.

- (d) A person, not elected, shall not be entitled to apply again for membership for a period of twelve months following the ballot.
- (e) A temporary member may be admitted at the discretion of the president and in his absence, that of the Vice President. In absence of both, the discretion may be exercised by the Chairman of the Sub- Committee so authorized.
- (f) Corporate nominee members shall be governed by the above rules of admission and terms and conditions vide annexure 'A'.
- (g) Members of the Society are entitled to a first admission as a member of the Club as a matter of right and without balloting.

9. Admission fee and subscription

Admission fee and monthly subscription for categories of member as outlined in Rule 6 will be as specified from time to time by the General Body

Tenant/Fixed Term Members will not be liable to pay any admission fee. They will, instead, pay an annual service charge as specified by the General Body from time to time. **As per annexure "A"**

The admission fee, service charges and monthly subscription are liable to change at the discretion of the general body of the Panch Shila Cooperative Housing Building Society Ltd.

- 10.** Each Tenant and fixed Term Member shall deposit Security money which shall be refunded after adjustment of dues, if any, against the member, on termination of his membership.
- 11.** Each Temporary Member shall pay advance subscription for a year and security money as per annexure "A", which will be refunded after deduction of Rs 500/- as service charges and adjustment of dues, if any on termination of his membership. The proposer of a temporary member shall be responsible for payment of outstanding dues, if any of the temporary member which shall form part of the proposer bills.
- 12.** Visiting parents/son/Daughter/ or spouse of owner member seeking temporary membership will not be required to pay security deposit, service charges or advance subscription. The monthly subscription to be paid by member is inclusive of the use of the club building and such other amenities as may be decided by the Committee from time to time . The Managing Committee may levy special charges and fix rates for any amenities as they deem fit.
- 13. Dependent Children and Grand Children of Member**

- (h) Members wishing their dependent sons/Daughters to use the Club unaccompanied, shall obtain identity Card for each of their dependent son/daughter by making a formal request in writing to the club office alongwith two copies of photograph (pass port size) of each Dependent . The member concerned will pay an additional monthly subscription as laid down. dependent of the age of 8 years & over , who has been issued with an identity card, besides any other charges/ subscription for par-taking is specific activity as may be prescribed.

On attaining the age of 21 years or becoming independent he/she shall cease to use the club as a dependent.

If any question arises as to whether a son or daughter has become independent, the decision of the Managing Committee shall be final

- (ii) Grand children of the owner member below 21 years, residing in the colony on a temporary visit to Delhi are permitted to use the club for a maximum period of two months in one calendar year, subject to conditions and provisions in (i) above. They shall, however carry with them a latter to this effect, specifying the period of their stay.
- (iii) Notwithstanding the above provision, permission to use the Club by a dependent of a member may be withdrawn by the Managing Committee, if in the opinion of the Committee the presence of such a dependent in the Club premises or in the Club grounds is not in the interest of the Club and its members.
- (iv) No dependent is permitted to sign vouchers for any drinks or food or any other games unless a letter of authority to this effect is received by the Secretary from the member concerned.

14. Dress

Members/Guests/Dependent are expected to dress adequately on generally accepted standards. Persons not adequately dressed, shall not be permitted in the Club premises /Precincts.

Member/Guests/Dependents in the swimming gear shall be permitted only in the Swimming Pool and its precincts.

Member/Guests/Dependents in sports gear shall not be allowed in the main building in the Club excepting the Swimming Pool area.

15. Resignation of Member

A member shall give notice in writing of his intention to resign from the Club and his name shall be removed from the list of members from the date of receipt of such notice provided there are no outstanding claims by the Club against the member.

16. Failure to pay Subscription & Dues

- (i) Bill of subscription and other dues shall be sent to each member, and the member shall pay the same within fourteen days of such presentation. In the event of failing so to pay, he shall be reminded on or after fifteen days of the obligation by an acknowledgement due registered letter at the cost of the member. For delayed payments i.e. payments made after fourteen days of presentation of the bill, an interest at the rate of 10% may be charged.
- (ii) If any member failed to pay his dues within seven days after being so reminded , if resident in Delhi, or if resident else- where , within such additional days as in the opinion of the Managing Committee are sufficient for receipt of the remainder , his name Shall be posted as a defaulter in the premises of the Club for a period of 30days (or till receipt of full payment if earlier) and notice of such posting shall be sent to him by acknowledgement due registered post at his registered address at the cost of the member. Such a member shall be debarred from the use of the Club with effect from the day his name is so posted, and he shall be advised accordingly.
- (iii) If at the expiry of the aforesaid 30 days the dues or any part there remains unpaid, he shall cease to be a member of the Club and his name shall be struck off the register of member.
- (iv) The Managing Committee may re-admit without formal re- election a member whose name has been so removed upon his submitting in writing reasons for non payment of dues. The Managing Committee in their discretion will consider the explanation and if satisfied and on his paying the full amount and subscription for the interval between his name having been removed and restoration of membership may re – admit him/her as a member. Defaulting member shall, in addition, also pay a restoration charges as laid down.

17. Outstation Member

- (i) If a member is in arrears of absentee subscription for period of 2 years or more he shall cease to be a member on the expiry of that period. The Managing Committee may restore his membership if he applies for he same and pays all arrears of absentee subscription and also a restoration charge of **Rs.500. we are not applying this rule.**
- (ii) An outstation member/his spouse /dependent using the club on a short visit to Delhi , which shall be notified to the Secretary , will be charged Rs. 5/- per day for the period of his stay subject to a maximum of the monthly subscription for the relevant category of the member concerned for the accounting month in which he has made use of the Club. (should be one month subscription)

- (iii) The privilege of outstation membership will only be available to Owner Members & Sons/Daughters of Owner Member.

18. Expulsion of Member

If any member refuses or neglects to comply with any provisions of the Rules or any of the Regulations or is guilty of such conduct as in the opinion of the Managing Committee provided that no less than two thirds of the members of the Managing Committee present at the meeting shall have voted in favor of the same after giving due notice to the member concerned.

If the resolution is passed, the member shall be informed of resolution by post under registered acknowledgement due letter containing a notification of such resolution and the member shall forthwith cease to be member of the Club and shall not have any claim against the Managing Committee.

Provided that after the first offence the member will be warned, after the second offence he will be suspended for between two and eight weeks. On the third offence proceeding for the expulsion of the member will be initiated.

The decision of the Managing Committee shall be final.

19. Amendment of Rules & Regulations

The managing Committee may from time to time, except where reserved by the Society's General body, alter/ repeal such Rules and regulations as they may deem necessary or convenient for the proper conduct of the management of the Club and for implementation of the provisions made in these rules.

Without prejudice and generality of the foregoing, it may in particular, but not exclusively, make regulations to regulate:-

- (i) The time of opening and closing of the Club or any department/area thereof.
- (ii) The terms of payment of admission of members to the Club.
- (iii) The admission of visitors to the precincts and use of the Club.
- (iv) The Rules to be observed by the members/dependents and visitors Playing any games in the Club or its precincts of participating in any of the Club's Activities.
- (v) The prohibition of any particular game entirely or at any particular time.

- (vi) The conduct of members of the Club in relation to one another and behavior towards the staff of the Club.
- (vii) Generally such matters as usually form the subject matter of the Club, rules and its administration.

20. The Managing Committee shall make these Rules and Regulations available to the members for their knowledge and use.

21. All Rules and regulations made by the Managing Committee under these rules shall be binding upon the members.

22. The Managing Committee shall be the final authority for the interpretation of these Rules and Regulations made there- under and the decision of the Managing Committee regarding any question of interpretation or any matter affecting the club not provided by these Rules and Regulation made there under shall be final and binding on the members.

23. These Rules & Regulations except where reserved by the Society's General Body , may be amended by a two-thirds vote of members of the Managing Committee of the Society present in the meeting of which proper notice has been given.

24. Accounts

- (i) The managing Committee may appoint a special sub- Committee from amongst its members termed as finance sub –Committee which shall cause true accounts to be kept of all sums of money received and expended by the Club as also of the assets, credits as liabilities of the Club.
- (ii) The accounts of the Club shall be kept separate from the general accounts of the Society, but will be incorporated in the general accounts of the Society at the time of preparation of the final balance sheet and profit and loss Account of the Society.
- (iii) The financial year of the club shall correspond to the financial year of the Society. Once at least in every year, the accounts of the Club shall be examined and approved by the Managing Committee and the correctness of the profit and loss account sheet certified by one or more auditors.
- (iv) There shall be kept a separate bank account of the Club with such banker or bankers as may from time to time be decided by the Managing Committee. The said account of the Club at such bank or banks shall be operated by such person or persons and in such manner and to such extent as may be decided by the Managing Committee.

- (v) The Managing Committee may authorize the borrowing of money or the raising of funds exclusively for the purpose of the Club in such manner and to such extent as it may decide from time to time.

25. Complaints and Suggestions

If a member has a complaint against an employee, he shall make it in writing to the Secretary who will investigate the complaint and take necessary action.

If the member concerned is not satisfied with the action taken by the Secretary, the Secretary shall place the matter before the Managing Committee.

The "Suggestion" made by a member may be recorded in a separate register maintained for the purpose.

TERMS AND CONDITIONS OF CORPORATE MEMBERSHIP

Eligibility of Corporate Membership

- (a) The Corporate body should have office or place of business In Union Territory of Delhi.
- (b) Corporate body should be a Public Limited or a Private Limited Company.
- (c) Paid up capital and free Reserves of Public Limited/Private Limited Co. Should exceed Rs. 1 Crore and it should produce latest audited balance sheet in support.

Procedure for Election

- (a) Candidate for 'Corporate' membership should be proposed and seconded by Owner members none of whom shall be a member of the Managing Committee.
- (b) The 'Corporate' membership shall cease after 10 years from the date of payment of entrance fee. (As per annexure "A").
- (c) A corporate body may seek membership for not more than 4 of its senior executives. The entrance fee payable by the Corporate body shall be (As per annexure "A").
- (d) The 'Corporate' members of the Club shall be limited to 50 and no Corporate member will be permitted to have more than four nominees at any one time. (As per annexure "A").
- (e) Each nominee of a Corporate member shall pay monthly subscription as per annexure "A".

- (f) Election of Corporate member and their nominee/nominees will be made by the Managing Committee according to the procedure that it may prescribe from time to time and its decision shall be final.

A Corporate member shall cease to be a member on :

- (a) Ceasing to have an office or place of business in Unicon Territory of Delhi.
- (b) Liquidation of the Company or being ordered to be wound up by competent authority.
- (c) Non payment of Club dues by a nominee on being declared a defaulter under the rules of the Club.
- (d) The Managing Committee canceling the election within 12 months of the date of admission of the Corporate member shall not have the right to make any appeal or demand reasons for cancellation but the entrance fee paid will be refunded in such part as determined by the Managing Committee.

Except the proviso herein above, the entrance fee or part thereof shall not be refunded for termination of Corporate membership when the termination is by the Corporate member of its own volition.

General :

Corporate members and their nominee shall have no right in the management of the Club in any form.

Nominee of Corporate members shall be governed by the rules and regulations applicable to Nominal members of the Club.

**PACNHSILA CLUB
NEW DELHI- 110 017
REGULATION**

1. DEFINITION

The term 'member' as used in the following regulations includes all categories of members as specified in Rule, unless otherwise expressly stated.

2. GENERAL

- (i) The public rooms of the Club shall be closed as 11 P.M. except on dance or special nights when special permission has been given by the Secretary. Guests of the members to the Club shall be included for purpose of this bye-law. On Special nights as envisaged above, the public rooms shall be closed one hour after the notified time of closing of such function.
- (ii) A Member shall not abuse any of the Club employees or use violence whatsoever against any employee. In the event of a member having occasion of finding fault with any employee of the Club, a complaint may be made to the Secretary who will deal with the case.
- (iii) Club employees must not be sent on private errands or other wise withdrawn from the general service of the Club.
- (iv) No member shall give any money by way of wages or tips to any Club employee. All Club employees are forbidden on pain of disciplinary action to solicit or accept any such payment.

A member wishing to give gratuity may sign a voucher for the amount which will be credited to the staff gratuity fund or put money in the donation box market 'Gratuity' at the Reception Counter.

- (v) Malis are not allowed to supply flowers to any member. The charges for flowers when available for sale to members will be as notified from time to time.
- (vi) Full value will be charged for all accidental breakages of the Club property by members, their guests or their dependents. If, however, in the opinion of the Committee, the breakages were willful, up to six times the value may be charged.
- (vii) The Club is not liable for any loss, damage, or injury whatsoever, or however caused, suffered or sustained by any person, adult or minor within or on the premises of the Club including the Swimming Pool and its precincts, tennis courts or other premises/precincts over which it has control or with which it is in any way connected.
- (viii) Doges shall not be allowed in any part of the Club Premises.
- (ix) Notices proposed to be exhibited by a member on the Club notice board must be sent to the Secretary and initialed by him before being placed on the notice board. Notice of a commercial nature shall not be entertained. A notice will not ordinarily be left on the board for more than seven days. Normally notices received from members only will be placed on the Club notice board.

- (x) The Club will not be responsible for any payments made in cash unless such payments are made to the Secretary or the Accountant and an official receipt obtained.
- (xi) Complaints and suggestions should ordinarily be made in a book which shall be kept for the purpose and which may be obtained by any member from the Receptionist.
- (xii) No member shall take away or mutilate any books, papers, newspapers, magazines, or periodicals. A member infringing this rule shall be liable to fine.
- (xiii) No article of the Club furniture, crockery, cooking utensils, etc. or equipment is to be lent to any member or removed from the club premises.
- (xiv) The Club stationery is not to be removed from the public rooms of the Club.
- (xv) No private Servant/Aya will be allowed within the Club premises including lawns of the Club.

3. GUESTS

- (i) Any member bringing guest/guests to the Club shall enter his/their names and other particulars and also his own name and membership number in the Guest Book. For the convenience of members, the Guest Book is kept with the Receptionist.
- (ii) Guest charges will be annexure "A"..
- (iii) Dependent of members are not allowed to bring guests.
- (iv) Every member bringing guests to the Club shall ensure that the Dress regulations of the Club and the excise regulations are observed by them
- (iv) The charges for guests are leviable irrespective of whether the guests take part in any of the activities of the Club like Billiards, Cards Swimming Pool or dacing or is invited to a meal or drink. Charges of such activities where specified, shall be in addition.
- (v) Non-members attending receptions and parties of not less than 20 persons are not treated as guests for the purpose of these Bye-Laws. If however, any of them takes part in any activity of the Club, he shall be treated as a guest.
- (vi) No charges for guest will be levied on guest nights.
- (vii) A resident of Delhi shall not be brought as guest to the Club on more than one occasion in any month and a non-resident not more than twice in any month. The co-operation of the members is necessary for the enforcement of this rule, and they are requested to ascertain from the Guest-Book and otherwise that such resident whom they propose to invite has not been brought to the Club as a guest of any member earlier in the month.

4. Dependents

- (i) A dependent using the Club must be in possession of an identification card obtainable from the Secretary. This Card should be produced when requested to do so by a Club official. A Pass – port size photograph of the dependent along with birth proof shall be supplied by the member & affixed on the identity card.

- (ii) Dependents under the age of 13 are permitted only in the Children’s Room on the Ground floor.
- (iii) Male dependent are not permitted in the Bar and Card Room. Female dependents above the age of 18 accompanied by the member are permitted in the bar and the Card Room but shall not take part in any card game.
- (iv) No dependent under the age of 13 years is permitted to remain in any part of the Club premises except in the Children’ Room after 6.45 P.M. in winter (1st November to 28th February) and 7.45 P.M. in summer (1st March to 31st October) except on film show days.

5. Dependent Relative

- (i) Dependent relatives shall comprise a member’s wife / husband, sons, daughters below 21 years of age provided they are dependent on such members and grand children on a short visit. annexure “A”.
- (ii) Dependent sons and daughters over age of 13 years shall not be allowed on the premises o the Club after 9 P.M. except as provided in bye law 4 (iii). This restriction shall not apply on Gala Nights as notified by the Secretary.
- (iii) Members shall obtain dependents Cards from the Secretary for their dependents to enable them to use the Club. The management may refuse service to dependents of members if not in possession of Dependent Card when using the Club unaccompanied by parents.

6. Catering

- (i) The tariff for snacks and drinks shall be fixed by the Committee form time to time. The rates for booked meals shall be fixed by the Secretary on each occasion. Meals booked but not taken in the Club shall not be allowed to be removed outside although they may have been signed for.
- (ii) Carry – home packed eats may, however, be ordered and taken out. Members entertaining guests for meals are required to give due notice of meals required.
- (iii) Meals booked in advance will be billed in full whether the booking is taken up or not, unless notice of cancellation is given to the Secretary atleast 12 hours before the hour for which the meal has been booked.
- (iv) Meal Hours:

Break-fast	-	8 a.m. to 10.30 a.m.
Lunch	-	1 p.m. to 2.30 p.m.
Dinner	-	8 p.m. to 10.30 p.m.
Snacks, Smokes & Beverages	-	8 a.m. to 10.30 p.m.

- No member is allowed to consume liquor or food in the public rooms or precincts of the Club except such as he may have obtained from the Club. This does not apply to Cigars, Cigarettes, and Tobacco or to liquor consumed under a special license from the Excise Commissioner and on which corkage as specified by the Club and the excise duty in accordance with the Excise laws has been paid to the Club.
- (vi) Food from Outside: Members shall not bring into the Club any items of food whatsoever to be consumed in the Club precincts.

7. Swimming

- (i) The opening /closing time of the Swimming Pool will be decided by the Managing Committee and notified by the Secretary.
- (ii) Guest charges for Swimming will be Rs.100/- as following. Per swimming session (Morning/ Evening), in addition to guest charges.
Member shall sign the guest book at the Reception as well the one kept in the changing room.
Change as per annexure "B"
- (iii) The bathing time for children/dependent will be notified by the Secretary.
- (iv) The Club accepts no responsibility for the safety of property of members or of their guests. Clothing etc. may be left in the dressing rooms entirely at owner's risk but members are advised in no circumstances to leave money or valuables there. If articles are left with the Club employees the responsibility for safe custody is entirely that of the owner though every reasonable precaution will be taken by the Club employees for safety of the members property .
- (v) Every one shall take a shower bath before entering the swimming Pool.
- (vi) The water polo ball will not be used except between 20.30 hours and 21.00 hours.
- (vii) Members, Dependents and guest when in swimming gear shall not enter the lawns or any room of the club building, barring changing room and the attached bathrooms.
- (viii) Dependents under the age of 5 years are not allowed in the Swimming Pool except alongwith their parents.

- (ix) Photography in the Swimming Pool precincts is strictly prohibited
- (x) Those who wear their hair long shall wear water proof caps whilst actually in the Pool.

8. Tennis

- (i) Only members. Their dependents or their guests may play on the Club courts.
- (ii) Guest charges for Tennis will be as follows:-
Sunday & holidays Rs. 10/- and other days Rs. 5/- per person per session (morning & evening).
Change as per annexure (B)
- (iii) Guests will be subject to restrictions imposed vide Bye- Laws 3 (iii).
- (iv) Tennis balls will not be provided by the Club.
- (v) The number of courts which will be available for play and the hours of play will be notified in advance.
- (vi) The Courts will be entirely closed for one day in the week, the selected day being notified in advance.
- (vii) (a) A slate will be provided on which doubles or 'made up' fours waiting to play will write their names in order of arrival at the court. Only "made up" fours three of whom must be present may put their names on the slate the 'four' whose names are at the top of the waiting list will take the slate before going on the court, As soon as a court become vacant a bell will be sounded to warn the next waiting four.

(b) Only a short set i.e. not more than 11 games, may be played if there is another "made up" four waiting to play.

(c) It is permissible for a "made up" four or double to replace a member by a member or guest, at any stage during a set but if any other "made up" or doubles is waiting to play a new set must not be started and the score must continue from the point it reached when the member was replaced. If no doubles or "made up" four is waiting to play court may be occupied temporarily by a "made up" single provided that as soon as it is required by a doubles or "made up" four the court be vacated. The fact that it is required will be notified by ringing of a bell. It is not permissible to have a "made up" four on court temporarily occupied by a "made up" single and to start a new set if "made up" four is waiting to play.

9. Table Tennis

Only members and their dependents may play table tennis.

10. Billiards

- (i) The opening /closing time of the Billiard Room will be decided by the Managing committee and notified by the Secretary.
- (ii) The charge of using a Billiard table are:-
Rs. 3/- per ½ Hours or part thereof irrespective of the kind of game or number of players.
Change as per annexure (B)
- (iii) No member may start a game with the marker when other members are waiting for a table though a game which has been commenced earlier may be completed. A member playing with the marker pays for the game.
- (iv) When all available tables are occupied, members desiring to play shall record their names on the slate provided and must be present at the completion of the previous game or forfeit their standing.
- (v) A table may not be reserved for more than 30 minutes.
- (vi) Dependents of members below the age of 18 years shall not be permitted to enter the Billiard Room at any time.
- (vii) Five and similar games likely to damage the tables and accessories are prohibited
- (viii) Members are not permitted to sit or lie on the tables, or place glasses on them.
- (ix) If the cloth be cut or the tables otherwise damaged by a member, his dependent or his guest, the member will be held responsible and will be charged the cost of the repairs, of the damage to cloth or table be serious he will be charged such further amount as the Committee may determine . If in the opinion of the Committee the damage was willful, up to six times the value of repairs/replacement may be charged.
- (x) Every game played shall be signed for by at least one member or dependent of a member.
- (xi) Guest charges for billiards will be Rs. 5/- (five) per game lasting not more than half hour. Guest will be subject to the restriction imposed vide Bye- Laws 3 (viii).
Change as per annexure (B)
- (xii) Dependents of members on completion of the game in progress, vacate the table on arrival of a member desiring to play billiard.

- (xiii) Guests of a member shall on completion of the game in progress, vacate the table on arrival of a member desiring to play billiard.
- (xiv) Waiting members shall get preference over the waiting guest/dependents.
- (xv) Smoking is not permitted in the Billiard Room.

11. Cards

- (i) The opening hour of the Card Room shall be notified by the Secretary. Members wishing to use the Card Room before opening hour will give prior notice to the secretary /Asstt. Secretary and obtain necessary permission. Additional charges as decided from time to time and duly notified by the Secretary for use of Card Room before opening hour, will be payable by such members.
- (ii) No card shall be played after closing hours of the Club.
- (iii) In case of a guest the host member shall for each day pay Rs. 50/- as Card room charges in addition to Rs. 30/- as guest charges. Full particulars of guest/guests must be recorded in the guest book maintained in the card room by the host member before the guest/guests start playing cards. Guests will be subject to restriction imposed vide Bye- Laws 3 (viii). Change as per annexure (B).
- (iv) Rummy. Rummy will be played in accordance with the rules as framed and notified. During the time, the rummy room is open, not more than one table may be reserved for a period not exceeding three hours at a time. Reservation will be made on first come first served basis. If no reservation is made before the time of opening of the Card Room, the table will be available for use by other members.
- (v) **Bridge. (a)** During the time the Bridge room is open, not more than one table may be reserved in the Bridge Room for members who wish to play in pre-arranged fours. Reservation will be made on first come first served basis. If no reservation has been made before the time of opening of the Card Room, the table will be available for use by other members.
- (b) "Cutting" will be governed by the following rules:-
 - (i) Not more than two members can cut in at one table at any one time.
 - (ii) A member on arrival in the Card Room takes precedence over a member who arrives subsequently and a member cut out from a table subsequent to his arrival.
- (c) The stakes shall not be higher than as fixed and notified.
- (vi) The charges for reservation will be Rs. 75/- for Bridge and Rummy Table for a period of three hours, from the time of reservation indicated on the reservation card.

Change as per annexure "B"

12. Library

- (i) The timings for opening of the Library during summer (1st April to 31st Oct.) and winter (1st Nov to 31st March) will be notified on the onset of summer and winter. The days the Library will remain closed will also be notified well in advance. Library will normally be closed for stock taking for approx. 15 days during the month of June.

(2) Library staff

- (i) The Library will be in charge of such staff as the Committee may decide from time to time. Members are particularly requested to show due consideration to the Librarian and his/her staff.
- (ii) The Librarian and his /her staff have no power to relax the Library Bye-Laws. If any member has a suggestion/ complaint, he is requested to submit it in writing in the suggestion book or to the Secretary.

(3) Library Cards and Deposits

- (i) A member will be issued , free of charge three Library Card (one red, one green and one yellow) upon their signing for the cards on the form kept for the purpose.
- (ii) Each card entitles the member to take out only one book, and it must be handed in before the book is issued to him.
- (iii) While an old book may be issued against any card, a new fiction book will be issued only against a red card, a new non-fiction book against a green or red card only.
- (iv) Fixed term members are required to deposit Rs. 50/- before they take out books from the Library. This deposit will be refunded when all the books are returned in good condition and no more books are proposed to be taken out. An application for refund of the deposit should be made to the Secretary of the Club who will take necessary action in this regard.
- (v) If a member loses his cards, he/she should report the fact in writing to the Librarian who will issue new cards after two days on ensuring that no books are outstanding against such cards. A charge of Re. 1/- will be made for each new card so issued. If the missing card is found by the member later, no books will be drawn against it and it should be surrendered to the Librarian.

(4) Valuable Books

- (i) A valuable reference book may be taken out on loan from the Librarian himself for not more than 10 days. Only one such book may be taken at a time and the member himself/herself shall sign for it in the register kept for this purpose.
- (ii) If the book is not returned on or before the due date, the member shall be liable to pay a fine of Re. 1/- for each day of delay up to 30 days and if even then the book is not returned the member

shall, in addition to the fine, be liable to pay such compensation for the loss of the book as the Library Sub-Committee may decide.

- (iii) Reference books will under no circumstances be taken out of the Library.

(5) New Books

- (i) A list of new books which are to be put into circulation will be posted in advance on the Library Notice Board.
- (ii) If however, the book is returned after, but within 30 days from the due date the member shall be liable to pay a fine of 50 paise for each day of delay for the first 10 days and a fine of Re. 1/- for each subsequent day of delay.
- (iii) On the expiry of 30 days from the due date of return, if the book is still not returned, the fine will be equal to the cost of the book plus 50%. A notice will be issued to the member informing him of the penalty and in case the book is returned by the member within 7 days of the issue of the notice, the extra charge of 50% will be debited. The fine will be charged in the monthly bill. Non-receipt of notice will not absolve the member of the charges made under this Bye-Law.
- (iv) Members wishing to return books when the Library is not open may place the books in the box provided outside the Library for the purpose. Books from this box will be removed by the Librarian each day and the cards pertaining to such books will be retained in the Library. These cards should be claimed by the owners as soon as possible. A member availing himself of this facility will be responsible for his/her books and the Librarian can accept no responsibility for them.
- (v) Books should not be left for return either with Reception or with any club staff, all of whom have orders not to accept such books. All books left with any of the, staff will be entirely at members risk.

(7) Books Damaged

A member returning the books in damaged conditions will be liable to be charged the cost of restoring the books to its proper condition or its costs.

(8) Reminder

The Librarian will normally issue reminder for all books which are overdue from the members within 15 days but non-receipt of a reminder by a member shall not absolve him/her from returning a book on the due date nor will it relieve him/her the loss as the Library Sub-Committee may decide.

(9) Loss of Book

- (i) If a member reports the loss of book on or before the date due, he shall be liable for the cost of replacement of the book as certified by the Secretary, or if the book is not locally available, such compensation for the loss as the Library Sub-Committee may decide.

- (ii) If the loss is reported after, but within 30 days from the due date, the member shall, in addition to the payment provided above, be liable to pay such further sum not exceeding Rs. 30/- as Library Sub-Committee may decide.
- (iii) Once action has been taken on clause 9 (i) or (ii) above, the book even if found will not be accepted.

(10) Books not Transferable

- (i) A member may reserve one book (either old or new) at any one time either by sending a written request to the Librarian giving the name and the author of the book or by writing it in register kept in the Library for this purpose. The Library staff will not be permitted to write these details on behalf of a member.
- (11) (ii) As soon as a book which a member has asked for is received in the Library, a post card will be sent to the member requesting him to call at the Library within 3 days of the dated shown on the card. If the book is not claimed within three days of the said date, intimation will be sent to the member next on the list, who has asked for reservation, or if no such reservation has been made, it will be put into general circulation the next day.

(12) Surrender of Cards

A member who has applied for withdrawal of his/ her name from the membership of the Club will surrender his/her Library cards. Similarly, on the demise of a member, his/her next of kin will be requested to surrender cards issued to the deceased

(13) Smoking

Smoking is not allowed in the Library.

(14) Dress

Members and dependents are not permitted to visit reading room in sports gear.

GYM

Timings : Morning 7.15 A.M. 1.00 P.M.
 Evening 2.15 P.M. 10.30 P.M.
 Monday Closed
 Each Session 45 minutes
 Fully Air condition/TV/Music System

Charges:	Daily charges member	50.00
	Monthly (Single member)	1000.00
	Monthly (couple)	1800.00
	Yearly (Single member)	11000.00
	Yearly (Couple)	18000.00
	Guest member	150.00
	Affiliated Club member (Four days in month)	100.00

GYM RULES

- (i) Attend the session of your scheduled time. No relaxation during timings.
- (ii) Sign in when you come in.
- (iii) Maximum time per entry will be 45 minutes.
- (iv) No children below 10 years of age in the Gym training area are allowed.
- (v) Towel off the equipment when you finish.
- (vi) No drinks except water on the Gym floor.
- (vii) 30 minutes time limit on the cardio equipments.
- (viii) Maximum of 15 minutes use of any cardio equipments at one time.
- (ix) Don't drop your weights, place them softly in the place after use.
- (x) Don't make excessive noise while training.
- (xi) Shirts must be kept on while training.
- (xii) The instructions by the marker/attendant/for use of any equipment will be final.
- (xiii) Member shall not handle the music system
- (xiv) No foul language, no dirty jokes.
- (xv) No sexual statements or harassment to member or employee.
- (xvi) No loud or raucous conversation.