

# THE CALCUTTA COSMOPOLITAN CLUB LIMITED

58/2, BALLYGUNGE CIRCULAR ROAD,  
KOLKATA – 700 019

## RULES AND BYE-LAWS

(As Amended and Adopted by the Executive  
Committee on 26/05/2010)

### GENERAL

1. The Bye- Laws of the club are resolved by the Executive Committee (hereafter referred to as "The Committee") which has the authority to alter, delete and add to the Bye-Laws from time to time. These Bye Laws with the amendments stated hereinafter shall be deemed to be effective from the date of adoption of these amendments.
2. The committee is empowered to suspend or waive the operation of any Byelaw or any part thereof, at its discretion.
3. A copy of these Bye-Laws will be available at the club office at a price fixed by the committee **from** time to time.
4. The Ex-Committee shall form sub-committee's for various club activities. Only permanent members can be nominated in sub – committees. The names of the members of the Sub-Committee's appointed by the committee shall be posted on the Notice Board. The President and Secretaries shall be Ex-Officio in each of the Sub- committee's.
5. All timings given in these Bye-Laws will be strictly adhered to. The timings for various facilities will be put on Notice Board of the Club **from time to time**. The committee reserves the right to change these timings. The staff will not be requested to remain beyond the scheduled hours nor the club or any part of it kept open beyond the timings laid down, except for specified occasions and circumstances.
6. The charges for various facilities will keep changing from time to time. Members are requested to ascertain the charges for the facilities they choose to use.
7. Suggestions and complaints shall be made to the secretary in writing in the suggestion/complaint book available at the Reception desk/club office.

8. Any question as to the interpretation of administration of the Bye Laws shall be decided by the committee, whose decision shall be final and binding.

### **GENERAL MEETING AND ELECTIONS**

9. The date of the Annual General Meeting shall be fixed by the Executive Committee every year.
10. The notice for AGM / EGM shall be sent to every permanent member by post at least 21 days prior to the date of meeting. The notice of the meeting shall also be posted on the Notice Board of the club 21 days before the date of the meeting. The notice shall state the date, time and place of the meeting and agenda which it propose to consider.
12. At least forty days prior to the date of Annual General Meeting the Honorary Secretaries shall, by Notice posted on the Club Notice Board and by issue of a circular letter to all Permanent Members of the Club, call for the names of the Members who are willing to serve in the Committee, if elected, in one of the following capacities:
  1. President
  2. Vice-President
  3. Members of the Committee.

Members willing to serve in the above posts shall have to file their nominations with the Hon. Secretary within 14 days from the date of issue of such Notice.

- 12A. Notice calling Members to serve for above referred posts shall also be published in any one leading local daily newspaper.
- 12B. Notice posted on Notice Board or sent to Members by Post/U.C.P. or by way of publication in Newspaper shall be treated as Notice served to Members.
13. The person elected as President should be a permanent member of the Club for not less than five years and must **have** served as a committee member for not less than two years and should **have held** the post of Honorary Secretary or Vice President.

The person elected as Vice President should be a permanent member of the Club for not less than five years and must **have** served as a committee member for not less than two years.

14. Member willing to stand for election to the Committee must be a permanent member for not less than three years and must be duly proposed by at least ten members and shall send his/her name to the Hony. Secretary in writing, before expiry of the time and date specified in the Notice and circular referred to in (12) above. A member shall not stand for election for more than any one of the Three offices referred to in (12) above.
15. The list of members who are willing to serve on the Committee for the various offices, shall be posted on the Notice Board of the Club at least twenty – eight days before the date of the Annual General Meeting and any subsequent withdrawals shall be communicated in writing to the Hony. Secretaries within seven days from the date on which the list is posted on the Notice Board.
16. No voting paper shall be sent to any permanent member, so the member interested to vote shall have to be present in person to exercise his/her franchise.
17. The Committee may exercise its option to co-opt the two additional members referred to in Article (32) either at its first or any subsequent meeting; but shall elect the two Hony. Secretaries referred to in Article (32) at its first meeting; any permanent vacancies in the office of the two co-opted members or Hony. Secretaries shall be similarly filled by co-option or election, as the case may be, by the Committee as and when it may occur.
18. The number of persons to be elected shall be as follows:  
  
President – 1  
Vice. President – 1  
Committee Member – 9  
  
Out of 11 elected posts, minimum two female members are a must.
19. An Attendance Register in bound form shall be maintained listing the names of permanent Members attending the meeting.
20. Members attending the Annual General Meeting shall sign the Attendance Register to get their attendance counted.
21. A General Meeting of the Club shall be held in the month of August each year or as soon as may be practicable, but in any case not later than the 1<sup>st</sup> November of the year.

22. No guests and dependents of club members shall be allowed in the club premises till the completion of the Annual General Meeting.
23. Subject to the provisions of Article 57, 15 members present in person shall be a Quorum for any General Meeting. In the absence of the President and the Vice-President, the Members Present shall choose one amongst them to be Chairman.
24. In any case no member can have Campaign office or do campaigning in Club premises after the date of election is notified.

### **ELECTION PROCEDURE**

- The Committee can appoint any outside agency like Solicitors/Chartered accountants to conduct the Election in a free and fair manner. The necessary fees of the agency will be fixed by the committee.
- The conducting agency in concurrence with the Hon. Secretaries /President shall finalise the Ballot Paper. place of election booths, procedure of casting votes and any other election related matter
- The committee will fix a cut-off date for clearing the outstanding bills of members making them eligible to cast their votes.
- The payment of bills can be cleared by cheque prior to 3 days of election date and afterwhich only Bank Draft or cash will be accepted till the election time to make the member an eligible voter.
- Election officers will be appointed by the Ex. Committee and the number of such Election Officers will not be less than two.
- The Election Officers in concurrence with the agency will be empowered to make final decision in the event of any queries/questions/disputes arising prior to and during the process of holding elections. Their decision will be final and binding on all concerned.
- No campaigning will be allowed in the Booth and voting area or the area specified by the election officers.

- Any club premises/party rooms cannot be engaged/booked for election campaigning/meeting once the date of election has been announced.
- In [the](#) interest of all members, no campaigning is allowed in any area of the club.
- Permanent members and their spouses, individually, are eligible to cast votes.
- Timing of holding the election will be decided in the AGM and will be announced by the Chairman. In [the](#) event any [extension](#) of time is required to facilitate the members, the authority to extend [such](#) time will only be vested with the Election Officers. However, the extension cannot be allowed for more than 30 minutes [after the schedule time has expired](#) .

### **PAYMENT OF CLUB BILLS (DEFAULTING MEMBERS)**

25. If any member, on his/her bill for subscriptions, supplies or other charges being presented to him/her for payment, neglect or refuse to pay such bill within 30 days of presentation, he or she shall be liable to have his or her name posted [as a defaulter](#) in the Notice Board of the Club House. Notice of the Committee's intention to so post his or her name shall be sent to him or her by registered letter addressed to his or her last known place of residence or business, intimating that unless payment in full be made within seven days in the case of a Resident Member and 15 days in the case of Non-resident Member, [his or her](#) name will be duly posted [as a defaulter](#).

If payment is not made within the time specified, the name shall be posted on the Notice Board. [Notice](#) thereof being sent to the member by registered letter as before and if after the lapse of seven days, the account still remains unpaid, the committee is empowered to erase his or her name from the list of Members; and thereupon it shall be notified to him or her that he or she [have](#) ceased to be a member of the Club.

26. No member who is posted as a defaulter under the provisions of the last preceding Article, be entitled during his or her default [notice period](#) to exercise any of the privileges of Membership. The restriction shall [also](#) extend to the use of the amenities of the Club by the said Member's children.
27. It shall be incumbent, on Permanent members, when about to leave Calcutta, to ascertain whether they are in debt to the Club and to discharge the said debt before leaving.

28. Any person on ceasing to be a Member of the Club in accordance with these Articles shall forfeit all right to, or claim upon, the club or its property or its funds.
29. In all cases where it is necessary to give notice to members under any of the foregoing Articles it shall be deemed sufficient that such notice be sent or posted to the last known address [of the member available in club records](#)

**CREDIT FACILITY**

30. Credit facilities to members, in respect of bills for subscription, supplies and other charges shall be limited to 30 days outstanding [and](#) not exceeding [an](#) upper limit of maximum Rs.5000.00 at any one time.
31. Members are required to give their [name and](#) membership number, while signing the club vouchers, and also to advise their dependents accordingly.
32. The Proposer and Secunder of a Temporary member shall be jointly and severally liable for all bills which may be due [from](#) him or her to the Club till he/[she](#) becomes Permanent.
33. The members are requested to carry the Membership Card while visiting the club. The management reserves the right to refuse entry to any member not carrying his/her membership card.

**TIMINGS , RESTRICTIONS and GUEST CHARGES**

34. The timings for Bar and other facilities at the Club shall be as under:

**i) Blue Lagoon Bar**

**TIME:**

<u>DAYS</u>	<u>TIMING</u>	
	<u>LAST ORDER</u>	<u>BAR TO SHUT</u>
WED & FRI	11.00 P.M	11.30 P.M
REST FIVE DAYS	10.30 P.M	11.00 P.M

**NOTES:**

- 1) Any liquor ordered at the bar or anywhere in the club premises must be consumed by the hours fixed for closing under the Excise rules.
- 2) Bar closing hours are as stated above except for the day when extension of time has been obtained from the Excise Authorities and such extension shall be duly notified.
- 3) No person below the age of 21 years will be served alcoholic drinks.
- 4) No member shall offer or give to any employee or servant of the club any intoxicating or other liquor in the club premises upon any pretext whatsoever and any such employee or servant convicted of having accepted any intoxicating or other liquor shall be liable for dismissal.
- 5) Mobile phones are not allowed to be used in [the](#) Bar and should be kept in Silent/Vibrating mode.
- 6) Smoking is strictly prohibited in the Bar.
- 7) [Guest charges shall be decided from time to time by the Ex. Committee.](#)

ii) **Regal Room /no of Guests Minimum Maximum**

Regal Room can be booked in advance for social functions / parties only by Members.

A maximum of 40 guests shall use the Regal Room during any booking.

Booking of any kind of space in club premises by the members for consecutive days is not permitted.

iii) **The Sequence / Gay lord/Club House/Balcony/Ice Cream Parlour/Children Play Area**

<b><u>DAYS</u></b>	<b><u>TIMING</u></b>
MONDAY to FRIDAY	4.00 P.M. to 11.00 P.M.
SATURDAY	3.00 P.M. to 11.00 P.M.
SUNDAY & HOLIDAY	11.00 P.M. to 11.00 P.M.

**Note:** Sequence shall open at 7.00 A.M. to 10.00 A.M.  
On Sunday for Breakfast.

**NOTES:**

A) Parcel for Food/Snacks:

A member may order for Food to be parceled within the above hours in the following manner:

- 1) For multiple plates, upto 4 Plates for each item-with one hour prior Notice.
- 2) For Bulk Parcels, exceeding 4 Plates for each item- with 24 hour prior Notice.

B) Supplies from outside:

A member shall not bring under any circumstances, whatsoever, any soft or alcoholic drinks and/or any other eatables in the Club premises either for own use or for serving to any guest. Only in case of illness/ailment, the food prescribed by doctors may be allowed with the prior permission of the Hony. Secretary.

iv) **Card Room Rules :**

a. Member can play cards only in the room and/or places as specified by the Committee from time to time.

b. Card Playing Hours :

A member can play cards only during the club hours. Week day 4.00 pm. To 1.00 am pre-holiday & Holiday 4.00 pm to 1.30 am, subject to the payment of over time as prescribed by Ex. Committee / sub committee of card room from time to time.

c. Games of Flush prohibited :

Playing the game of flush is strictly prohibited within the club premises. Any sort of gambling is prohibited in the Club.

d. Table reservation:

There will be no reservation of table or seat for any member. Availability of table would be on first-cum-first served basis. However 4 playing members form a table and will have preference. In case 2/3 members are playing then they have to vacate/accommodate, if 4 members request for playing.

e. Smoking Prohibited:

Smoking is prohibited in the Card Rooms.

f. Silence:

Members should maintain silence in the Card Room.

g. Entry of Children Prohibited:

Entry of Children is prohibited in the Card Room.

h. Guests:

Guests must be accompanied by a member, subject to payment of charges. Charges for entry of Guests in the Card Room shall be fixed by the Ex. Committee from time to time. The present charges are as per Annexure attached.

i. Subject to availability of stock, the club will supply cards at the rates to be decided by the committee from time to time. The payment for cards must be made either in cash or by signing the voucher.

j. Mobile phones must be in [silent](#) mode in card room.

v) **Lawn Tennis Ground**

**NOTES:**

The Tennis Captain and/or Secretary is responsible for the proper maintenance of the Courts and for enforcement of these rules and promoting healthy sporting spirit amongst the members.

Tennis playing members are entitled to the facilities available at tennis court only.

The person desiring to use the tennis court should be introduced/proposed and seconded by permanent member of the club.

Application for the membership should be accompanied with [a fee as per Annexure Attached](#).

Subscription of the tennis member shall be decided by the Executive Committee from time to time.

vi) **Gymnasium cum Health SPA**

The timing of the COSMO HEALTH SPA be:

	<u>Morning</u>	<u>Evening</u>
Male	7.00 A.M to 10.00 A.M	6.00 P.M to 10.00 P.M
Female	11.30 A.M to 4.30 P.M	-

**NOTES:**

The usage for the Health Spa shall comprise of the Gymnasium, Steam, Sauna and Massage.

- a) A charge per person will be payable by members using the Health Club on a daily/monthly/or yearly basis, as per Annexure attached.
- b) The club is not liable for any accidents, injury, sprain, fatal or any consequence arising at the Health Club to members, families or their guests while using the facilities at the Health Club.
- c) Members shall not leave behind their belongings such as clothes, under-garments, shoes, personal towels or toiletries etc. in the Health Club. They should, under no circumstances, leave money or valuables with the attendants. The club is not responsible for the safe custody of these items.
- d) Children below the age of 15 years are not allowed to use the Health Club. Children above the age of 15, may use the equipments in consultation with the attendant or visiting physician.
- e) Members introducing guests to the Health Club, must sign the charge vouchers before leaving the Health Club.
- f) Members are entitled to use one towel at the Gym and Health Spa, respectively. Extra towels used must be signed and paid for at laid down charges.
- g) The steam and sauna is not to be used for more than 5 to 7 minutes at a stretch. For any extended period, the risk lies totally with the members.
- h) Whereas the club will ensure that adequate safety precautions are provided for the steam and sauna facilities, the club is not responsible whatsoever for any death, injury etc. arising out of the use of these facilities.

- i) No **clothes** under-garments, shoes, personal belongings etc. must be left in the sauna room for the purpose of drying.
- j) Shoes must not be worn while using the steam and sauna.
- k) Gym facilities can be availed only on wearing proper attire such as shorts, T-Shirt, Tracks, Tights and sport shoes. Any other form of attire or footwear will not be allowed in the gym. Moreover, to maintain cleanliness of the Gym, stained and dirty shoes after playing at the Tennis Court are not allowed inside the Gym.
- l) Although all equipments in the health club are maintained by the original equipment suppliers and are calibrated regularly for efficient use, member using these equipments do so at their own risk.
- m) Members unaware on the usage of equipments should seek the guidance of the attendants to avoid accidents.
- n) any damage to the equipment while in use by members **Guests** should be immediately brought to notice of the attendants so that the defect can be repaired immediately.
- o) Attendants **shall** operate the steam bath and sauna, members are advised not to start **or** stop the steam and sauna systems **by themselves**.
- p) The charges for the Health Club will be fixed by the Executive committee from time to time.
- q) The decision of the Executive Committee on all questions which may arise **in the functioning and usage of the Health Club** shall be final and conclusive.

**vii) BILLIARDS / SNOOKER/ POOL ROOM:**

TIMING :

**The Normal club timing shall be followed for using the facilities**

**NOTES:**

During the hours of play the marker will normally be in attendance.

Members or the dependents waiting to play should get their names noted by the Marker for being on the waiting list.

A member or dependents, who has the turn to play, can play with the person who is next in the order of play or with [the](#) Marker.

The timings given above are subject to the fact that if a dependent is playing a game and his unit of time of half an hour has not elapsed; he/she can encroach on member's time to a maximum of fifteen minutes.

Beginners & Learners are allowed to play at the pool table. The sport's Sub-Committee will be the deciding authority [on the status of a](#) beginner.

Billiards and Pool Room will be strictly No smoking area.

No weight should be placed on or against the cushions. Such practice is strictly forbidden, since it causes abnormal depression and causes balls to jump or rebound. Rests are supplied for shots out of normal reach [of players](#).

Charges shall be as per Annexure Attached.

- a) Children below 14 years are allowed to play only at the pool table.
- b) Dependent children can not book [table](#) on Sundays and holidays. They may play during the normal Billiards hours if the table is vacant and when the Marker is present.
- c) No guest may use the billiard table unless accompanied by a member.
- d) Members, but not dependents are at liberty to play without a marker being in attendance at any time while the club is open, but no new game shall commence unless there remains a clear half hour before [closure of the Club](#).
- e) After play, when no marker is in attendance, members must cover up the table they have been using and see that balls etc. are securely locked away, and that the keys and signed vouchers are returned at the desk.

- f) When the tables are in use, any member present in the club and not playing, may secure a table by writing his/her name on the slate on which he/she wishes to play. No member may put his/her name more than one slate at a time and two members intending to play together may not each put his/her name [separately](#). If the name of any member is on the slate, the member(s) in possession of the table shall give it up at the end of his/her period of time.
- g) At the commencement of every games, the marker will note on the slate the time at which the game started. If any game is abandoned before the expiry of the period of play, the charge shall be for the full period of time.
- h) A member or his guest damaging the Pool/Billiard Table Cloth shall be charged such sum as the Committee may consider fair.
- i) A member's name shall be erased from [the](#) register/slate if he/she is not in the billiards room, when the tables become available for his/her game. In that case it may be claimed by the member whose name is second on the list and so on but the name of the members not claiming shall not be erased.
- j) Reservation of any table in the billiard room is not permitted.
- k) If there are no booking or if the persons who have booked are not present, the members in possession of the table may carry on for another period, they having a prior right to any member present who have not registered their name in the registers/slate.
- l) The decision of the managing committee on all questions which may arise shall be final and conclusive.
- m) Any member playing with his guest must pay for the guest. A member shall not play with the marker if any member present wishes to play, but he is entitled to play the full period if he has already began his game with the marker.
- n) The charges for billiards, snooker, skittles or any pool game for members their children and guest shall be such as fixed by the managing committee from the time to time.
- o) The committee shall have power to reserve the billiard table for any tournament or match or for repairs by placing a notice in the billiard room.

- p) The managing committee shall have the power to exclude from the billiard room a member or his guest whose conduct is not in consonance with this Bye-laws as it deems fit and proper.
- q) Any game in progress will have to be closed at the closing time and full charge be made for the same.

**viii) Suspension of Club activities on the day of Club functions:**

The Committee in its sole discretion may suspend all the club activities or any part there of on the day of any programme or function organized by the Club for its members. The entry of the members in the Club may be restricted as decided by the Committee on such days.

**DEPENDENTS / CHILDREN**

- 35. Dependent shall mean unmarried Children up to the age of 25, unmarried girl child until she is married and widowed mother of a permanent member or temporary member. They are entitled to avail of the amenities of the club. Married children will be treated as guest & should be accompanied by the members.
- 36. The dependents (other than the spouses of members) are, under no circumstances, permitted or entitled to:
  - i) Entertain any guests in the club premises.
  - ii) Consume alcoholic drinks on their own
- 37. The dependents referred to above of a non-resident member shall not be entitled to avail of the amenities of the club during the absence of the member from Kolkata. This facility is available to dependents of local members only. If the dependents of non-resident members are found making use of the club the member concerned will be treated as a local member for the particular month and charged subscription accordingly.
- 38. Children (below 18 years of age) are not permitted in Bar and Card Room. They may utilize other sections of the club according to the timings laid down for these sections.
- 39. Scooters, bicycles, tricycles, perambulators etc. are not permitted on the club premises.
- 40. All dependent children must carry their signing facility/ identity cards on them at all times in the club. Failure to produce the card when asked for by the staff may mean denial of service.
- 41. Children below 12 years of age are allowed in the dining room on all days, when accompanied by parents.

## **MEMBERSHIP CATEGORIES / PRIVILEGES / FEES**

42. The term "Non-resident Members" shall include:

- (a) Permanent Members not ordinarily resident within 25 miles/40 kilometers of Calcutta.
- (b) Such permanent members ordinarily resident within these limits as may cease to reside therein for 3 months or more and give notice of their desire to be treated as "Non-resident Members" during the period of their absence.

No resident of Calcutta shall be introduced as guest more than once a month except when entertained by a member at some meal or club party. This shall not however apply to dependent mothers of the members.

43. An "All- India Service Member" shall mean a member who or whose husband or wife is an employee of either the Government or a Commercial body and who is liable to transfer to any place of India and whose application for such class of membership the Committee at its discretion may consider. The entrance fee of such All-India Service Members, when so elected, shall be (Rs. 500) each. On the date of the election of such new All-India Service Member the total number of All-India Service Members, including those to be elected under such category, shall not exceed 25 percent of the total number of Permanent Members on the roll of the Club on that date.

44. The subscription of Non-resident Member is Rs. 50/- per month payable in advance; but when temporarily resident in Calcutta they shall pay an extra subscription of Rs. 10/- for everyday they use the club not exceeding more than Rs. 120/- in each month.

45. Temporary and Honorary Members shall be entitled to all the privileges of the Club subject to such restrictions and regulations as may be prescribed in the Rules and Bye-laws of the Club, but shall not vote at meetings or be elected to Committee.

46. Upon any question that may arise as to the nature or amount of any subscription or payment said to be due by any Permanent or Temporary Member under these rules and bye laws, the decision of the Committee shall be final.

47. The Temporary members are required to appear before the Ex. Committee for interview, a maximum of three Notices will be served by the club, failing which the decision of the Ex. Committee will be final as regards the acceptance of his/her membership.
52. Members aged 65 years and [completing](#) 30 years of club membership will be exempted from any kind of club subscriptions.
53. In case of the death of any permanent member, spouse of the said member may continue his/her membership.
54. No member of the Ex. Committee shall propose or second a candidate for membership of the club.
55. The entrance fee and club development charges will be decided by the Ex. Committee from time to time.
56. Initially applicants will be taken as temporary members and they may enjoy all the facilities of the club.
57. The acceptance or rejection of temporary membership to permanent membership is at the sole discretion of Ex. Committee. Once application is rejected, individual is not eligible to apply for membership for the next three years. The fees for the applications rejected will be refunded, deducting legitimate dues towards club.
58. Only unmarried children of permanent members of not less than three years may apply for the membership of the club at a concessional rate as decided by Ex. Committee. [These children](#) after marriage are [required](#) to introduce their spouse to the Ex. Committee for the membership eligibility of their spouse.
59. The membership of the club shall be open to all responsible citizens of our country, who are not having any kind of criminal cases [filed against them](#) under law. The Committee reserves the right to accept or reject any application for membership of any category.

### **DRESS CODE**

61. DRESS REQUIREMENTS FOR THE MEMBERS AND THEIR GUESTS VISITING THE CLUB WILL BE AS UNDER:

All kind of descent wearing is allowed except shorts and Bermudas in main premises, restaurant and bar.

[Footwear such as slippers are not allowed in the club premises.](#)

## **GUESTS**

62. Member may entertain guests subject to such rules and bye laws and on payment of such charges as may from time to time be prescribed by the Executive Committee. Members shall in every case pay the expenses for such entertainment and shall be responsible for observance of the rules of the club including dress restrictions of their guests.
63. Person introduced as guests would be such who would normally be eligible for membership of the club. No member shall introduce to the club any person whose presence has previously been adjudged by the Executive Committee to be undesirable or whose membership has been cancelled for any reason.
64. Guest should observe the dress code and rules and regulations of the club strictly.
65. A member may introduce visitors to Kolkata as guests to the club house and grounds on ordinary occasions, to club functions and other social, sporting, cultural events, dances etc, on special occasions, upon such conditions as the committee may determine.
66. The names of all guests must be entered by the hosts in the appropriate register at the time the guest enter the club. Guest registers shall be kept with the Reception.
67. Any guest may visit the club **for a** maximum four times a month in toto.
68. Members are allowed to bring a maximum of 8 **guests** on Sat / sun and holidays and 15 nos. of guest on any other day, subject to payment of guest charges as applicable.

## **PRIVATE PARTIES**

69. For the convenience of the members with regard to the arrangement of private lunch/tea/dinner/cocktail parties in the club premises, the management has introduced a detailed form, which can be **availed** on request from the office.

Members wishing to hold such parties are requested to submit the above form duly filled in to the Hony. Secretary well in advance for timely action.

70. With the approval of the Hony. Secretary of the club, Members may book the party room/ main hall/ lawn for parties; functions etc., which shall under no circumstance include hazardous games and any form of unethical activity.

When part of the club premises are engaged under this bye laws, the committee may close any part of the club premises for normal use for such period(s) as they shall deem fit and proper.

The authority, to permit or not, holding of parties in the club, lies solely with the Ex. Committee.

70(A) Booking of any kind of space in club premises by the members for consecutive days is not permitted.

71. Members are required to follow the rules and regulations as passed by the Executive Committee from time to time for hosting their Private Parties.

## 72. CANCELLATION CHARGES

In the event of cancellation of booking 3 days prior to the date and time of the party full deposit is refundable subject to cancellation charge or as decided by the Executive Committee from time to time.

However cancellation less than 3 days before the date and time to the party, full reservation charge will to be forfeited, save and except when the President and/ or the Secretary are convinced that circumstances that led to cancellation was absolutely beyond the control of the member.

73. No left over food/ snacks will be allowed to be taken away. Club is not responsible for service to guests [exceeding the number accepted at the time of booking](#).

## SUGGESTIONS/ COMPLAINT BOOK

74. A suggestion / Complaint Book is provided in the club and members are welcome to make their suggestions/complaints in writing. Members are requested to avoid verbal discussions over dissatisfaction with the management/ staff members.

75. Members are requested to restrain themselves from shouting, misbehaving with other fellow members, management and staff.

## **CLUB PROPERTY**

76. Members shall pay for **replace or repair of** all articles of the club property lost, broken or damaged by them, their guests or their dependents. The amount to be charged in the case will be fixed by the Club Management at their sole discretion.
77. Periodicals and Dailies are not to be defaced or removed from the club premises.

## **MUSIC, SPEECHES ETC.**

78. Except with the permission of the management previously obtained no music, singing, cheering, speeches, musical instruments, radios, tape recorders etc. shall be allowed in the parties.

## **ANIMALS**

79. No member, under any circumstances, is allowed to bring a dog or any other pet/animal into the club premises.

## **PERSONAL PROPERTY**

80. The club shall not be responsible for any loss of or damage to property of members, their guests or their dependent children.

## **DOMESTIC SERVANTS, MAID SERVANTS AND DRIVERS**

81. No domestic servant, maidservant and Driver will be permitted to enter Restaurant, Lounge, Bar etc.

## **NOTICE AND POSTERS**

82. No notice or poster will be displayed in the club except with the permission of the Management.

## **PARKING OF CARS**

83. Self-driven cars having stickers provided by the club are allowed to be parked inside club premises, subject to the availability of space. Cars driven by drivers shall be parked outside the club premises.
84. The space is reserved for parking of Cars of President and Vice President in the premises of the club.
85. Members are requested to remove the membership sticker while selling their car.

## **BUSINESS CONTRACTS**

86. As per Company law a Member of the Executive Committee of the Club or any of his family member is barred to sell any item or indulge in catering or any other business contract with the Club, as long as he/she holds the position of an Executive Committee Member/ Director.

## **87. POWER OF SECRETARIES:**

The Hon. Secretaries have following specified powers:

- a) In case of not complying to the rules and regulations of the club, secretary has the power to suspend the privileges of membership of concerned member and this decision should be ratified by Ex-Committee within the next 45 days. Before doing so secretary must give warnings in writing to the said member. But in case of highly indiscipline behavior of any member, he/she may be suspended with immediate effect without giving any prior intimation/warning.
- b) All the sub-Committees may send their notices or circulars in consultation with the Secretaries/ President.
- c) All notices, related to any meetings of Committee or any other development in the club, will be issued by Secretaries.

## **88. TELEPHONE CALLS:**

Local telephone calls may be made at a charge that may be fixed by the Committee from time to time. Trunk, STD Calls are not permitted, However, in case of emergency STD calls only in India can be made by giving prior information about the destination and nature of emergency of the Calls to the Administrator / Manager of the Club.

All calls must be recorded in the Telephone Call Register kept at the Reception Counter. The members must sign for all calls giving full particulars on the slip also.

### **WAIVER**

89. Any clause of these rules and bye laws can be waived or amended by the executive committee through the President/Hony. Secretary from time to time.

**IMPORTANT: IT IS MADE CLEAR THAT WHEREVER THE BYE LAWS ARE INCONFLICT WITH THE CONSTITUTION, THE CONSTITUTION SHALL PREVAIL OVER THE BYE LAWS.**

**THESE BYE LAWS & RULES SHALL BE READ IN CONCURRENCE WITH THE MEMORANDUM & ARTICLE OF ASSOCIATION OF THE COMPANY.**