
DGC

BYE LAWS

The New Bye-Laws as approved by the GC vide Resolution 3(a) dt.3rd Aug 2016.

1. MANAGEMENT COMMITTEE

Roles, Duties, Responsibilities and Functions:

Definition The term member as used in the following Bye- Laws includes all categories of members.

3.General Principles of Management

1. The **Chief Executive Officer**(The Secretary) and employees of the Delhi Gymkhana Club shall adhere to the rules and regulations governing conduct of business as well as their personal conduct as specified from time to time by the GC.
2. The Articles of the Club shall take precedence over all bye-laws, rules etc that may be passed by the GC as PROVIDED UNDER ARTICLE 23, that the Bye laws shall not be inconsistent with or repeal anything contained in the AoA WITHOUT THE APPROVAL OF THE GENERAL BODY
3. IT SHALL BE THE DUTY AND RESPONSIBILITY OF THE **Chief Executive Officer** to ensure that all members of the GC are promptly apprised in writing of any likely breach of the Articles on any matter under their consideration.
4. The Club should acquire appropriate software to match the entries in the MEMBER/guest/outstation register with the coupons purchased and sales at the Bar/Dining rooms/outlets. This will obviate, to a large extent, misuse of the Club by outstation members and members of the Club and regulate the entertainment of (repeated) guests by members BASED ON APPROPRIATE ACCESS CONTROL SYSTEMS .

5. The GC should periodically vet the reciprocal arrangements that the DGC has with other Clubs in India and abroad to ensure a similarity in standard and quality of facilities and members.
6. Disciplinary matters should be codified and maintained with the **Chief Executive Officer** who should put them up before the Disciplinary Sub-committee and GC when such cases are under consideration. As far as possible there should not be variations in the nature of punishment awarded for similar violations.
7. In cases where the Club's Articles/Bye-laws are breached then punitive action must be severe including suspension / termination of membership. Regardless of whether the individual concerned is a member of the GC or a Permanent Member of the Club.
8. It is recommended in respect of punitive measures. ACTIONS OF THE GC should be standardised in the Bye-laws and circulated to all members so that they are aware of the possible violations and likely punitive measures.
9. The following should result in SUSPENSION of Club membership pending enquiry , THIS WILL BE EQUALLY APPLICABLE TO ALL CATEGORIES OF MEMBERS(regardless of)whether the defaulter is a Dependent, Green Card holder, UCP, Lady Subscriber, Eminent, Corporate or Permanent Member or, in relevant cases, regardless of when the falsification or violation of records/procedures is detected:
 - (a) Misuse of a member's card;
 - (b) Forging a member's signature;
 - (c) Falsification of personal details or violation/by-passing of established norms for membership;
 - (d) Misappropriation of Club funds;
 - (e) Sexual harassment;
 - (f) Drunkenness and/or violent behaviour;
 - (g) Insulting the country or national flag;
 - (h) Use of abusive language to a fellow member or staff/employee;
 - (i) Repeated violations of Club's Articles, bye-laws, rules/regulations or standard of decorum and etiquette expected of a member of the DGC.
10. The following should result in TERMINATION of Club membership after completion of due process of enquiry. THIS WILL BE EQUALLY APPLICABLE TO ALL CATEGORIES OF

MEMBERS(regardless of) whether the defaulter is a Dependent, Green Card holder, UCP, Lady Subscriber, Eminent, Corporate or Permanent Member.

- (a) Dismissal/Suspension from Government service/dishonourable/ discharge/ courtmartial / imprisonment should lead to immediate termination of membership without calling for the members explanation
- (b) Insulting the country or national flag.

11. The GC must ensure that vested interests do not develop in the Club. For this they should energetically ensure that all catering contracts given to outside contractors eg the Chinese Room, Café Coffee Day catering stalls in the Club lawns, catering contracts for parties, receptions etc in the Woodlands, Centenary and other Club lawns are advertised and re-tendered every 2-3 years.
12. Existing contractors should be allowed to re-apply but benefits for the Club must be reasonably profitable to the Club. In the case of catering in the Club lawns the present system of only one or two caterers being permitted is monopolistic, improper, incorrect and detracts from the convenience of members. For catering in the Club lawns and Club's Party Cottage the Club should empanel 4-5 caterers having different rates but all with a reputation for hygiene, good quality of food and service and allow members to choose one of their choice depending on how much they are prepared to spend. **Every caterer will have their own menu according to their specialities and prices will be determined by the Food and Beverage Sub Committee.**
13. In any case the call for tenders and advertisement must be placed on the Club notice-board for information of all members and for transparency.(AND DISPLAYED ON THE CLUB WEBSITE)
14. AN EQUITABLE AND FAIR TRANSPARENT HUMAN RESOURCE DEVELOPMENT POLICY WITH APPROPRIATE INCENTIVES FOR EFFICIENT AND HONEST EMPLOYEES SHOULD BE ADOPTED. Promotions in the Club for all levels of employees should be on the basis of merit and seniority The number of complaints/appreciations given by members to the employee in the course of the years must be an important criteria. This needs to be ensured by the Secretary.
15. Insurance companies today provide group cover on attractive terms and low premium. The Club should exploit these fully to the benefit

of all employees and their families. They should be able to avail cashless medical facilities. The limit will depend on the amount of premium they choose to pay. It will have the added advantage of eliminating the Club's financial burden of meeting the medical requirements of the staff and their families.

16. Wages of Club employees are re-negotiated at periodic intervals and that could continue. The GC should nominate some members of the GC or the Administration Sub-committee along with a representative of the Finance BALANCING OPERATING COSTS AND ITS IMPACT ON FINANCES OF THE DGC CO LTD.

THE FOLLOWING GUIDELINES PERTAINING TO ETHICS SHOULD BE STRICTLY OBSERVED AT ALL TIMES

- 17 (a) Every member of the Club is expected at all times to ensure that the decorum, traditions, and etiquette of the Club are properly maintained.

(b) No member of the club is expected to behave in any manner which is against the interest of the Club, whether while using the Club or outside the Club.

(c) In case any member comes to know of any actions of any other member which are detrimental to the larger interests of the Club, it is his duty to admonish such member and bring this to the notice of the Managing Committee.

(d) Using Club property with due care and regard for its maintenance and upkeep.

(e) ***Observing the etiquette and rules for restricted use of mobile phones , and other PDAs

(f) Observing the rules for parking restrictions and driving within the club premises

(g) Behaving in a courteous manner with all Club EXECUTIVES AND staff

(h) Tipping is banned and Members who give gratuity are likely to face disciplinary action IF MEMBERS DESIRE ,THEY MAY HAND OVER THE GRATUITY TO THE SECRETARY

Interpersonal Conduct :

18. All members are required to maintain proper protocol and decorum while dealing with members. The following actions are specifically prohibited as being against the code of conduct.

- (a) Raising voice while speaking to Fellow Members or their guests.
- (b) Using rude, un-parliamentary and threatening language.
- (c) Involving in an assault or affray with any other member or club guests.
- (d) Uncivil activities in public such as using of cell phones in the hearing of fellow members.
- (f) Rash driving, blowing of horn and improper parking.
- (g) Pedestrians have a right of way in the club premises.
- (h) Display due respect and regard to all especially towards ladies and senior / elderly members.
- (i) Customary wishing / greeting should be encouraged amongst members. Adopt a helpful attitude towards fellow members, wherever possible both inside or outside the club.
- (j) Use of courteous language.
- (k) All members of the Club should display the club sticker on their vehicles.

Actions with Dishonest Intentions/ Malafide Intent :

19. All members are required to be sincere and honorable in all their dealings with Club staff and other members. Some common misdemeanours are listed below:-

- (a) NOT signing of guests in registers.
- (b) Intentionally signing of chits with wrong name and number.
- (c) Tipping waiters and staff with intention of getting personal attention.
- (d) Making wrong declarations, wrong scores and such like misdemeanour in game of cards.
- (e) Not clearing Club dues in time. If there is an error, member first pay the bill and then resolve it.
- (f) A common box will be kept at the Reception for putting gratuity, which will be distributed equitably to the staff.

20. **General**

(a) The Club opens at 7.00 am for sports and the food and beverages including Bar shall be closed at 11.00pm on all days except on days specified. Members are expected to carry their membership card at all times. In case of an omission, a temporary slip from Secretary / Reception can be taken by paying Rs.100/-.

(b) Members shall not abuse any of the Club employees or use violence what-so-ever to any employee. In the event of a member having occasion to find fault with any employee of the Club, a report of the case should be made in writing to the Secretary, who will either deal with the case or refer it to the relevant Sub Committee, as may be found necessary.

(c) Club employees must not be sent on errands or otherwise withdrawn from the general service of the Club.

(d) No member shall give any money directly by way of wages or gratuity to any club employee.

(e) Malis are not allowed to supply flowers / seasonal vegetables without payment to any member. The charge for the items when available for sale to members will be promulgated from time to time.

(f) Full value will be charged for all accidental breakages of the Club property by members and their guests, but if, in the opinion of the Committee the breakages are wilful damages upto six times the value may be charged

(g) Dogs shall not be allowed in any part of the Club building, the lawns or on the Tennis courts. For each offence against this bye law the owner of the dog will be fined Rs.500/-

(h) All notices intended for the Notice Board of the Club must be sent to the Secretary and signed by him, before being placed on the Notice Board. A notice will not ordinarily be left on the Board for more than 15 days.

(i) The Club will not be responsible for any payments made in cash, unless such payments are made to the cashier, In-charge Room reservation or the receptionist and an official receipt obtained.

(j) Complaints and suggestions should ordinarily be made in suggestion books which have been kept for this purpose at various important places.

(k) No member shall take away or mutilate any books, papers, newspapers, magazines or periodicals. A member infringing this rule shall be fined an amount equivalent to the cost of the removed or mutilated item/items.

(l) No article of the Club furniture or equipment is to be lent to any member without permission of the Secretary

(m) The Use of the Club funds for the cashing of members cheques is forbidden

(n) Members are expected to respect the driving speed on and way to pedestrian inside the Club. Use of vehicle's horns is prohibited and a fine of Rs.500 will be levied for over-speeding and use of horns.

(o) Use of Mobile phones in the dining rooms, bars, card rooms is not permitted. Infringement will attract a penalty of Rs.100/-

(p) No littering is allowed within the club premises. A fine of Rs.100/- will be levied for infringement of rules.

(q) Smoking is restricted to notified areas in the club premises,

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- Smoking zones in Rose Garden and Kashmir Lawn
 - Regal Chamber near Rummy Room inside the Club.
- Smoking on roads or anywhere else is not permitted. A fine of Rs 200/- will be levied in case of violation.

(r) Photography / photoshoot inside the club is not permitted except on very special occasions or with explicit permissions.

(s) Any person indulging in commercial / business activities will be subject to strict discipline action.

21. **Club Holidays** :As per the General Committee decision of 12th September 2015, the Club services during holidays will be as under

National Holidays (26 Jan, 15 Aug, 2 Oct)– Club services will remain completely closed on these days, ie, dining/bar/sports/library except food & catering in the cottages.

Gazetted Holidays (Holi, Rakshabandhan, Janmashtami, Dusshera, Diwali)
– Restricted Food & Beverages Services, All Sports Facilities will be available.
On Holi, club services will commence from 3pm onwards only, including sports. Club will close after 7pm on Diwali

Dress Code

22. Good dressing speaks of a good personality for all ages. Even children should be encouraged to dress up well while visiting the Club.

Following guidelines should be adhered to strictly. Any violation will invite issuing of a warning letter and repeated violations will be dealt with through disciplinary action. (No member to indulge in arguments with the staff member, unnecessarily, for pointing out any deficiency).

All Dining Places, Library, All Bars excluding PUB 1913, Card Rooms, Billiards Room and the Lounges

- Lounge Suit/Combination/Bandhgala
- Jodhpuri Coat & Trouser
- Safari Suit/Bush Shirt/T Shirt and Trouser
- Trouser with Chinese/Collared Shirt/ (Tucked inside)

- National dress, Achkans with Churidar, Dhoti Kurta, Salwarkameez, Pyjama Kurta preferably with Nehru Jacket.
- Polo neck sweaters with jackets (only during winters)

For Dance Floor/Special Occasions(X Mas, New Year etc)

- Lounge Suit/Combination with tie/Bandhgala
- Jodhpuri Coat & Trouser
- Trouser with Collared Shirt (Tucked inside)

Attire for Kashmir Lawns/Rose Garden/CCD/PUB1913

- ❖ Sports Attire permitted restricted to the area
- ❖ Chappals, Shorts etc not permitted for formal lunch/dinner

Dress for Sports/Health Club/Swimming Pool

Tennis/Squash

- ≈ Predominantly white collared t-shirts with subtle logos. (white pullovers for winter).
- ≈ Tennis shorts/lowers
- ≈ Tennis shoes/non marking shoes for squash (white predominantly)
- ≈ Nylon/cotton socks white

Health Club

- ✓ T shirts, shorts/track pants
- ✓ Appropriate footwear

Swimming Pool

- ⊗ Appropriate Swim suits only
- ⊗ Head gear for members with long hair

Attire Not Permitted Inside the Main Building

- ✚ Patkas/Caps/Hats (except woollen caps permitted during winters)
- ✚ Sports Shoes/sneakers/Keds/Canvas shoes
- ✚ Sports clothes/Shorts, Three fourths, Tights etc
- ✚ Rubber Chappals/Chappals without back strap
- ✚ T-Shirts without collars and figures or slogans embossed
- ✚ Shirts with figures or slogans embossed.
- ✚ Torn/distressed/faded jeans or cargos
- ✚ Shoes without socks
- ✚ Untucked T shirts / shirts

Children below 13 years are permitted to come in appropriate dress in the Family Dining Hall, Oriental Lounge Restaurant, Café Coffee Day and for Summer Sunday Lunches in Main Hall.

Guest Bye Laws

23(a) Any member bringing guests to the Club should enter their particulars as also his name in the Guest book. For the convenience of members guest books are kept with the receptionist, at the Tennis Court, Card rooms, Squash Courts, Swimming Pool and the Oriental Restaurant.

(b) Guests :Guests ID should be shown at the Reception for record keeping.

(c)The cooperation of members is necessary for the enforcement of this rule, and they are requested to ascertain from the guest book and otherwise that any such resident whom they propose to invite has not been brought to the Club as a guest of any member earlier in the month because of which he exceeds the limit laid down in terms of days..

(d)Guests are permitted as under:

(i)Permanent members – 4 guests on all days except 2 guests during winter lunches and on Saturdays and Sundays and Public Holidays.

(ii)UCPs –2 guests on all days except for Winter lunches and on Sundays, Saturdays / public holidays

(iii)GC – 2 guestson all days except for Winter lunches and on Sundays, Saturdays / public holidays**(No guests)**

(iv)Dependents – No guests allowed.

((e)Every member bringing guests to the club shall ensure that the dress regulations of the Club and the Excise regulations are observed by them. In case a guest comes inappropriately attired some shirts, shoes, sandals are available in Gents / Ladies cloak rooms, to avoid embarrassment.

(f).Normal Guest charges on all days of the week are **Rs.100/-**per head and on Saturdays, Sundays and Gazetted Holidays **Rs.200/-** per head. On Thursdays in the evening after 3.00pm the guest charges shall be **Rs.200/-** per head. For all Sports activities like Tennis,Squash, Billiards, Cards, Swimming Pool, Badminton, Basketball the guest charges will be **Rs..200/-** per head per day in addition to normal guest charges.

(g).Members who do not comply with the requirement of entering the names of guests in the register kept for the purpose will pay a penalty of Rs.500/- per guest.

(i) In living guests can use the club premises as per rules. They are not permitted to host any parties or invite guests except with permission of Secretary, with payment of additional guest fee **of Rs500/-**

(j) For Card Rooms only four guests in a month per member permitted.

Affiliated Club Bye laws

- (a) Such members can use the club on reciprocal basis only for a period of 15 days in a calendar year and not more than 4 days continuously.
- (b) They should not be resident of Delhi /NCR and they should produce proof of residence, membership ID and Introduction card of parent club.
- (c) They can bring one guest on payment of Rs.500/- with the permission of the Secretary
- (d) They should adhere to the club dress code and other rules and regulation.

Dependents Bye Laws

24.(a) All dependents using the club must be in possession of Club identity card which should be produced by them when requested to do so by any club official.

(b) Dependents of members between the ages of 13 and 21 are permitted to use the Club if the member pays additional monthly subscription as laid down in the Articles.

(c) Children under the age of 13 are not permitted in the Main Club Building except by the Special permission of the General Committee.

(d) Dependents under the age of 21 years are not allowed to enter the main bar. Alcoholic drinks to guests under 25 will not be served as per Delhi Excise Laws. **This applies to GC/Guests/any other category in the age of 25. Alcohol drinks will not be served/should not be consumed except in the Bar.**

(f) No Dependents in Swimming costume are permitted to come over to the Main Club building or to wander about or sit in the Kashmir Lawn and they must not go beyond the dance floor near the swimming pool.

(g) Dependents are permitted to sign vouchers for drinks and food. They are not permitted to bring guests, unless specific permission is obtained.

(h) Children below 21 years are permitted in Family Dining Room and Oriental Lounge Only. Children are expected to be dressed appropriately, as per their age and weather. Wearing of sports short/ flip flops, sports shoes etc in main building during Sunday summer lunch is not allowed.

Cottage Bye Laws

25. There are **39 transit cottages** as of date numbering from **1 to 40** (Except Room no.13)

(a) Allotment

Allotment is made to the members and non resident members of such clubs which have reciprocal arrangements with DGC on 'First come first serve' basis against advance payment. Online booking is also permitted, nine months in advance.

(b) Duration of Stay:

The duration of stay in the cottages is limited to 15 days at a time. Beyond 15 days and upto 30 days additional 50% will be charged. Between 30-60 days stay will be with explicit permission of the GC at

100%on existing charges which means double the prospective room rent.

(c) Charges

The charges for the transit cottages will be laid down by the General Committee from time to time. The existing tariff is as under:-

Rooms	Amount (Rs)	CC	Net
<u>Delux Rooms (All room except below)</u>			
Members	2500	220	2720
Guest / Affiliated Members /Foreign national	5500	480	5980
<u>Suites (26,27,30,31)</u>			
Members	4700	410	5110
Guest / Affiliated Members /Foreign Nationals	7000	610	7610
* Extra Bed charges for Member	Rs.500		
Rs.* Extra Bed chargesfor Affiliated / Guests	Rs.2000		

Note: Rates applicable at the time of occupation would be charged from members.

Note Cancellation Charges as below will be applicable

Cancellation with less than 24 hours	100% of actual rent
Cancellation with less than 72 hours	50% of actual rent
Cancellation with more than 72 hours	20% of actual rent
Cancellation with 7 days in advance	Nil

(d)Facilities

(i) Complimentary two bottles of packaged water is given on arrival.

(ii) Toiletries / towels are placed in bathroom and will be replaced on **request**.

(iii) Room heater will be provided during winters

(iv) No food and liquor is served in the rooms except snacks as per the menu

(v) Snacks are served in the cottages on demand from members from 11am to 10.30pm Samosa, Veg .pattis and paneerpakoraare, however, served between 4.00pm to 7.00pm. Bar-be-que items and soups are served only between 11.00am to 2.30pm and between 8.30pm to 10.30pm.

(vi) The members will use the Family Dining Hall/ Dining Hall for A-la-Carte breakfast and other meals.

(vii) **Check in and Out timings are 12 noon** . Extra charge @ Rs.100/- per hour after check out time for next 4 hours. After that full room rent will be taken.

Food and Beverages Bye Laws

26.(a) Appropriate dress for evening will be worn in the club after 7.30 pm and on functions held in the club.

(b) The rates for messing will be fixed by the General committee based on the recommendations of the Catering Sub Committee .Arrangements for carrying food is also available in the Club.

(c)Meals booked in advance will be chargeable at the time of booking and payment will be billed in full whether the booking is taken up or not, unless notice of cancellation is given to the concerned authority atleast 12 hr before meal is required.

(d)Meal hours

Breakfast 7.30am to 9.30 am

12.30pm to 2.45

Lunch pm

Dinner 8.30pm to 10.45pm

Bar

- **Morning : 12:30am to 02:30pm**
- **Afternoon: 7pm to 11pm**

Breakfast, Lunch and Dinner will not be served after 9.30 am,2.45pm and 10.45pm respectively, except on special occasions which will be promulgated well in advance.

(e) Liquor will be sold by retail norms The purchase of wines, spirits etc. by the bottle for consumption in the club is not permitted. .

(f)No meals will be served to members in their quarters except when they are unable to come to the dining room due to illness.

(g)Liquor will not be served to members below 25 years as per Delhi Excise & liquor laws. Any members found violating the rule will be dealt strictly.

(h)Dry snacks will be served as complimentary once only. Thereafter, they will be charged

(i)At the closing hour, not more than one drink will be served to the members. Offering drinks to staff inside the club is not permitted.

Reservation of Club Premises for Parties:

27.(a) **Policy: Club premises, Blue room, Jamun Tree & Party Cottage are meant strictly for Members Only and in select venues for guests of members, ie, Woodlands & Centenary Lawns.** These shall be available and allowed for holding of PERSONAL EVENTS such as birthday parties,ANNIVERSARIES, dinners, lunchesRECEPTIONS,ENGAGEMENT PARTIES etc. by the members. **The Woodland & Centenary Lawn can be booked by the members for their guest's parties.**

Ceremonies like SehraBandi, Jai Mala and ceremonies connected with marriages such as marriage processions, bride groom riding on a horse back, erection of vedies, playing of shahanaitec is **strictly prohibited**. Only recognized service bands / club provided music will be permitted to play.

(b)Charges Current charges for functions of a duration of 2 to 3 hours are given below. These charges exclude hiring charges for extra furniture, kanats, lighting and flower decorations.

(c) The FOLLOWING ARE THE RATES FOR VENUE WHICH CAN ONLY BE RESERVED FOR MEMBERS AND THOSE FOR MEMBERS GUESTS

VENUE FOR MEMBERS ONLY

BLUE ROOM Rs 1500

JAMUN TREE.....Rs 1500

Party Cottage Rs 10,000

FOR MEMBERS FOR MEMBERS GUESTS

WOODLANDS Rs20,000 Rs 80,000

CENTENARY LAWNS Rs 30,000 Rs 1,00,000(half)

FULL CENTENARY LAWNS Rs 100,000 (?) Rs 300,000

Party Rules:

28. (a) The member will only get a confirmed booking after depositing the applicable advance. No tentative booking is permitted.

(b) Following charges are required to be deposited at the time of booking:

(i) Venue charges

(ii)50% of menu confirmation

(c)Maximum of 15% guests in excess of the minimum guaranteed booking will be accepted at the normal rates of the menu ordered. Charges for guests in excess of 15% over the minimum guarantee shall be menu rate plus 25% penalty..

(d)No left over food can be taken home by the host member.

(e)Loss or breakages of crockery, cutlery, glassware etc. will be paid for by the member booking the party.

(f) Loss/damage to the DG Club property eg. Flower pots, carpets , furnishings, fittings, hangings and so on will be paid for by the member booking the party..

(g)No liquor is permitted to be brought to the Club or utilized in the party by the host and guests.

(h)Afternoon parties must be over by 3pm and evening parties by 11pm. However, 15 minutes grace will be permitted.

- (e) The member has to be present till the termination of the party and shall be responsible for the conduct of his guests. Members hosting the parties may kindly ensure that all party vouchers are signed on completion of the party and no alterations will be entertained after the signatures.
- (f) The amount shall be included in the monthly bill of the member booking the venue and hosting the party

(i)The Club allows only soft background music upto 10pm as per the Supreme Court orders dt 19 July 2005. No DJ with console, dance floor etc. are allowed. However, the Club has few musicians on its panel. The details of their charges are available with the party booking office and these can be booked by the members. No outside music group is allowed to perform in the party The services bands including the police band are also allowed to perform during parties

(j)Taxes as follows shall be charged .(Subject to change)

VAT on Food	12.5%
Vat on beverages	20%
Service charges (Club Staff)	: 10% on F&B Bill + Applicable VAT
Service Charges (Caterer)	:10.5% on Services (on 60% of F&B bill)

(k) As per Delhi Govt Excise Laws no liquor will be served in the Club on the under-mentioned days.

- 26 Jan - Republic Day
- 15 Aug -Independence Day
- 02 Oct -Gandhi Jayanti

Cancellation Charges

29. All cancellation requests to be given by the members in writing and acknowledgement taken from party booking office. In case of cancellation of the party, the following charges shall be debited to members account.

(a) The venue charges in the case of cancellation of the party shall be forfeited by 100% in case the cancellation request is received 15 days before the date of the party.

(b) In case the request is received between 15 to 30 days before the date of the party, the venue charges will be forfeited by 50% and if the cancellation request is received one month before the date of the party 10% cancellation charges shall be levied.

(c) In exceptional circumstances, like death etc the request for cancellation may be considered by the Chairman/CEO for full refund of the booking charges, of venue and selected services.

SPORTS

THE GUEST RULES UNDER 8((a to j) and ((a to) SHALL APPLY TO MEMBERS GUEST FOR ALL SPORTS VENUES

Tennis Bye Laws

30. (a) There are 26 Grass Courts, 4 Clay Courts and 3 Synthetic Tennis Courts for members and their guests.

1. Only members and their guests may play on the club courts.
2. Not more than two local guests will be introduced during the month and outstation guests not more than 4 times a month. Charges for guests shall be at the prevailing rates. Both members and guests shall sign the book. Attention is invited to guest Bye law no 4. No guests will be allowed for tennis on Saturdays, Sundays during monsoons when the play is confined only to the hard courts.
3. A maximum of two guests per member may be allowed for tennis during non monsoon season.

(c) Tennis balls will only be provided for tournaments. Members can purchase the tennis balls from the sports shoppe.

(d) The number of courts (lawn or hard) which will be available for play each day and the timings will be determined by the member incharge of Tennis and will as a rule, be notified in advance.

(e) Closing of courts - The courts will be closed on Mondays except during the monsoons.

(f) Dress Regulations:

- (i) Ladies – Divided skirts / shorts / pants and collared T shirt..
- (ii) Gents – Sports collared shirts, shorts, predominantly white.

- (iii) White Towel/ Nylon Socks
- (iv) No jogging shorts/boxer shorts
- (v) Tennis shoes, predominantly white.

(g) Reservation of Courts by Members:

- (a) For morning play, markers courts may be reserved as provided in the bye laws.
- (b) In the afternoon, courts cannot be reserved except by prior permission of the Member Incharge and at a fee determined by the Sports Committee from time to time.
- (c) Courts for doubles or "made up" fours:
- (d) All courts are intended primarily for doubles or Made up fours:
- (e) A made up four or doubles is one consisting of:
 - (i) Four members
 - (ii) Three members or guest and a marker
 - (iii) Three members or a guest and a dependent

However, singles will be permitted on any court if there are other courts available for made up fours. If the court on which singles is being played is the only court left and doubles is waiting then the singles players must vacate the court immediately in favour of the waiting doubles or made up four. However, for weekends this dedicated single court with one ball boy will be provided.

Information Board

31. A Board will be provided on which doubles or made up four waiting to play will write their names in order of arrival or on coming off the court. The four whose names is at the top of the waiting list will take the first vacant court and will erase its name from the slate before going on to the court. As soon as a court becomes vacant a bell be sounded to announce to the next waiting four to go and occupy it.

Short set Ties Breakers

32 Only a short set, i.e not more than 11 games may be played if there is another made up four waiting to play. A tie breaker may be played at 5 all.

Replacement of Marker:

33. It is permissible for a made up four or doubles to replace a marker by a member, dependent of guest at any stage during a set but if any other madeup of four or doubles is waiting to play, a new set must not be started and the score must continue from the point when the marker was replaced.

Singles

34. If no doubles or made up of four is waiting to play, a court may be occupied temporarily by a made up singles as defined in the bye laws provided that as soon as it is required by a doubles or made up four, the court must be vacated. In such cases, the courts will be vacated in the following order:-

- (i) Court occupied by dependent and marker
- (ii) Court occupied by two dependents
- (iii) Court occupied by member guest and dependent
- (iv) Court occupied by two members guest

35. Cut in Court for Afternoon Plays:-

(a) When circumstances permit one or more cut in courts may be made available for singles or doubles play.

(b) A slate will be provided on which players waiting to play will write their names in order of arrival or on coming off the court.

(c) The duration of play on a cut in court will not exceed 25 minutes or a short set of 11 games, whichever is earlier, if other players are waiting to play. A tie breaker may be played at 5 all.

(d) On a cut in court, doubles has no priority over singles

(e) The cut in court can be converted into a regular court if more than two fours are waiting to play. The set in play, however, will be allowed to be finished in such circumstances.

36. Dependents of Members

When circumstances permit one court may be set aside for dependents of members. If other courts are empty, dependents of members may play on them, but they must vacate it at once if members wish to play.

Dependents of members will strictly adhere to the rules, failing which disciplinary action will be taken.

37. Markers Service

The Club will employ as many markers as may be decided by the committee.

(a) For afternoon play an incomplete four or single player is entitled in accordance with the provisions of Bye Laws to the services of a Tennis Marker, if available but can not be retained for only one set if other players are waiting for him. Three members requiring the marker to make up a four will take precedence over a single member requiring the services of the Marker. In the latter case a member playing singles with the marker should be informed by the Head ball boy that three members are waiting to make up four with the Marker and the member must release the marker at the end of the set he is playing. No extra charges will be made for such afternoon services.

(b) For morning play members may avail themselves of the services of a Tennis Marker at a charge to be determined by the Sports Sub committee from time to time. Charges for morning are as under:

Marker for half hour	Rs.100/-
Ball Boys	Rs. 30/-each

(c) Members may reserve Marker's services by booking their requirements at least 24 hours in advance in a register to be kept by the Senior Marker. A member or his family can make a maximum of two bookings per day of half hour periods for the services of the Tennis marker, but these booking should not be consecutive. When ever more than two half hour bookings stand in the name of the same member of his family, they are not valid and can be utilized by another member. Reservations which are not cancelled at least 24 hours in advance will be liable to the usual charge.

(d) Members who have not given 24 hours notice for the Markers services may however avail themselves of these services on the court subject to availability. They should enter their names in the book kept by the senior marker for the purpose.

(e) Dependents of members may make use of the services of the marker in accordance with the above bye laws with the following modifications as regards afternoon play:

(i) The marker will not play with a dependent when a member's name is on his slate.

(ii) If the marker is playing with a dependent and a member arrives and put his name on the Marker's slate then the marker must finish the game with the dependent and play with the member.

(iii) The marker will not refuse to play with a dependent except under the circumstances noted above.

(f) Rates of booking of Grass courts shall be as under:

(i) Rs,700/- per court on all days

(ii) Charges for playing with markers:

(g) Morning court booking with marker(Hard courts)-Rs.30/- per half hour

38.Flexi Courts

Timings - 7.30pm to 9.30pm (Monday closed)

Charges

Court - Rs.125/- per hour

Marker – Rs.250/-

Ball Boys – Rs.80/- for two

Practice facilities : One part of the outside wall of the Squash court is available for the use of members and their guests for practice purposes. If

other members are waiting to practice, the use of wall will be restricted to 10 minutes at a time.

39.Courts available beyond formal playing hours:

Over an above the normal hours of tennis some courts are available for one hour extra time play ahead of the starting time. If ball boys are hired during this period then the members concerned will pay overtime to the ball boys. The rate of overtime of the ball boys will be determined by the Sports Sub Committee from time to time.

The extra time courts will be used as cut in courts and the rules pertaining to cut in courts will apply.

40.Booking of courts for tournaments by members as under:

- (a) Clay courts - Rs.5000/- per court for four hours and Rs.2000/- thereafter for additional hour.
- (b) Synthetic courts - Rs.6000/- for four hours per court and Rs.2000 Per additional hour.
- (c) Grass Courts - Rs.7000/- for 4 hours upto two courts and Rs.2000 for additional hour.

41. Service of ball boys and markers

- (I) Marker Rs.150/- per hour - additional Rs.200/- per hour.
- (II) Ball Boys Rs. 50/- per hour – additional Rs.100 per hour.

Guests – Members can bring guest as per guest rules. However, guest will not be allowed to play until the member comes and signs for the guests.

42 Table Tennis Bye Laws

(a) Membership : Only members and their guests may play table tennis.

(b)Charges for guests: The charges for guests will be Rs.50 per head per day. Both member and guest shall sign the book.

(c)Table tennis balls will be provided for use by members. These will be available with Swimming Pool Incharge.

(d)Hours of play: The timings for the play shall be as under:

Morning	7.00am to 2.00pm
Evening	5.00pm to 9.00pm

43.Health Club

(a)Only members and their guest permitted

Guest fees of Rs 100/- shall be levied per guest who will have to fill out the Guest register in the Gym and Health club .

(b) Charge for guests will be as per rates. Guest will be accompanied by the member. Rate for use of spa will be in addition to the use of the Gymnasium .

© Members will be given the facility of trainer and dietician.

(d) Members should not tamper with any settings or demand any personalized services.

Massage Parlours - Members and guests permitted. Rs410 for members upto 65 years and Rs.340 for citizens above 65 for one hour, or as per rates as laid by Management.

Children's Play Zone - Children below 13 years permitted to use the play equipment under supervision of attendants / parents. NO charges for the same.

44.Card Room Bye Laws

(a) The normal opening hours of the Card Rooms will be from 3 pm to 11 pm on all days. In case the card room is utilised from 11apm, the airconditioning services and room bearer service will not be fully available.

(b) Free playing cards are issued twice in a week each on Wednesday & Saturdays. Any member who wishes to play with a new pack on any other day can do so on payment for the pack.

(c) Defective pack i.e where cards are cracked, double folded, have printing errors, will be immediately returned to the room bearer for replacement, duly signed on a chit.

(d) Old playing cards may be purchased by members as per rates fixed by Management.

45Main Bridge Room

(a) Contract Bridge including three handed bridge but excluding Goulash may only be played in Main Bridge room

(b) There are 17 tables in the Main Bridge Room. Out of this upto two tables may be reserved for Canasta on all days of the week from 11.00am to

5.00pm. If the table is required for the club tournaments, the tables will not be available. Canasta in that case may be played in "The Nook"

(c) The permissible stakes for the Main Bridge Room are as follows: Rs.1/- for 8 tables

Rs.5/- for 4 tables Rs.10/- for 3 tables

(d) Cutting in will be governed by the following rules:

(i) Not more than two members can cut in at one table at any time.

(ii) Six members sitting at one table complete that table, and no other member can cut in at that table.

(iii) 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.

(iv) Members playing three handed bridge will stop the game after completion of the current hand if another member wishes to form a bridge four.

(v) On completion of a Rubber only two persons are permitted to cut-in at one table.

(vi) In case of an unfinished Rubber, it would be deemed to have finished and the cutting-in procedure of two persons would stand.

46. Reserved Bridge Room The reserved Bridge room has a total of six tables. The charges for playing in the Reserved Bridge Room are Rs.150/- p.m. Reservation of tables is not permitted in this room. Maximum stakes in the Reserved Bridge Room are Rs.50/-.

47. “The Nook” Card Room (Adjacent to Centenary bar)

(a) The small card room has a total of three tables. One table is reserved for canasta

(b) Tables can be reserved by a member in his/her name with the reception indicating the time of commencement of reservation. The table so reserved shall be held 30 min. beyond the time, thereafter, the reservation will stand cancelled but the reservation charges will be payable. Reservation can be made 72 hours before the time for which the reservation is required and atleast 24 hours in advance.

(c) Such reservation, when made, shall be charged for at the rate of **Rs 100/-** per day/ or rate as fixed by Sports Committee/ GC, and shall be valid only within the authorized hours for use as laid down in the Rules and Bye Laws.

(d) Un reserved tables shall be available to members on a first come first served basis.

e) Maximum stakes for Bridge will be Rs.50/-.

48. Rummy Room

(a). Rummy will be played in the Rummy Room as per International Rules for Rummy. Rule book is available in the Rummy Room.

(b). The number of players at a table shall not exceed 6 in addition to one cut out..

(c). The stakes will not exceed Rs 5/- per point. No hand that is played will be paid at a rate higher than 50paise per point. The prescribed maximum will not be exceeded even at a reserved table. Side betting is strictly forbidden.

(d). Members are, however, permitted to play for one additional hour at the Main Rummy Room on payment of Rs.350/- per table on Thursdays and Saturdays

(e) Cards after use remain the property of the Club. Used pack can be sold to the members as per the rate fixed by management.

(f) Rummy will be played in accordance with the “Law of Rummy”; Copies of which are available in the Rummy room.

(g) Infringement of Card Room Bye Laws, by any member would be brought to the notice of the General Committee.

49. Billiards

a) The charges for using the Billiards table is Rs.15/- per ½ an hour or part thereof will be levied for the use of a table irrespective of which kind of game or number of players.

b) No member may start a game with the Marker when other members are waiting for a table, while a game which has commenced earlier may be completed.

c) When all available tables are occupied, members desiring to play shall record the fact on the slate provided and must be present on the completion of the previous game or will forfeit their standing.

d) A table may not be reserved for any sort of game for more than 30 minutes

e) Dependents of members below the age of 15 years will not be permitted to enter the Billiard room at any time.

f) The Billiards room will remain open during the following hours only

- | | | |
|------------------|----------|--|
| ▪ For Members | All days | 1pm to 9pm |
| ▪ For dependents | Weekdays | 1pm to 7.15pm (in summer)
1pm to 6.45pm (in winter) |

g) If the cloth or table is damaged by a member, his dependent or his guest, the member will be held responsible and will be charged Rs.1000/- per inch for repairs. If the damage of cloth or table is serious, he will be charged such further amount as the Committee may determine. If in the opinion of the Committee damage was willfull, upto six times the value may be charged.

(h) Every game played shall be signed for, by atleast one member or a dependent of a member

(i) UCP / Permanent Members will only be allowed to play on the center table, after 5pm. Only in their absence, others may play.

(j) If 2 members are playing, the game will be 30 minutes, in case of 3 or more, the duration of the game will be 60 minutes

(k) Dependents of members below the age of 13 years will not be permitted to enter the Billiard room at any time.

(l) A permanent member can book a game on any table, at any given time and will enjoy priority over a booking by UCP/Green card holder except on

Table no 3 (Dependents table) where a Dependent user has priority of play, subject to the timings as mentioned above.

(m)The Billiard & Snooker room is a “No Smoking” and “Silence Please” room and the same should be adhered to by the users of the room

(o)Only permissible snacks will be consumed in the Billiard room. List of same will be found displayed in the board.

50.Squash Bye Laws

(a)There are three glass back wooden floor courts for members and their invited guests

(b)Squash Court will be available for members for Squash from 7.00am to 10.00am, and from 3.00pm to 8.00pm. From 8.00pm to 9.00pm court will be available on payment of extra charge of Rs.30/- per player for half an hour towards electricity charges.

(c). A register has been kept at the Reception for booking of the court by the members for playing Squash between 10.00am to 3.00 pm and between 8.00pm to 9.00pm. If any guest accompanies the member, the guest fee @ Rs.50/- per guest shall be paid at the reception before permitting him to play. The club guest rules shall, however be strictly complied with..

(d)Services of markers will be available from 7 am to 9pm who will take care of the courts.

(e)Charges for the members playing with the Markers during the following timings are as indicated against each.

(i)	8. pm to 9pm	} Rs.100/- per half an hour
(ii)	10am to 3pm	

(f)The members shall sign for these charges in the register kept with the Marker. No separate receipt shall be given to the member. Whenever any member requires the services of a marker he/she should inform the Marker at least one day in advance.

(g)The courts will be available for play through out the week.

(h)The afternoon / evening timings of Squash courts are:

Dependents	3pm to 4.30pm
Members	4.30pm to 8.00pm

(i)Hours for play in summer and winter for the morning session will be notified on the Notice Board from time to time.

(j). Reserved court if not taken up by the member who reserved it for five minutes after the time of booking may be taken up for play by other members in their order of waiting. The official time will be the time shown by the Squash Courts clock.

(k)The court may not be booked for broken period. All bookings will be for full and half an hour. For example 5.00pm to 5.30pm or 5.30pm to 6.00pm .

(l)Members are not permitted to have more than two courts booking standing in their name at any one time. The marker has been instructed to scrutinize this aspect and cancel all the bookings beyond the permitted booking.

(m)Squash courts can only be booked during non playing hours, or minimum 24 hours notice be given for the same. No 'On the spot' booking of Squash Court will be accepted.

(n)Members playing doubles may play continuously for one hour provided that two of the playing members have consecutive bookings.

(o)Only player who has booked the court can play in court at the booked time and no substitute is allowed to play in the place of a member who had booked the court.

(p)Members are requested NOT to play during dependents timings even if a dependent volunteers to play with any member. However, if no dependents are waiting to play during their stipulated time, any member may utilize the court during this time.

(q). Members are advised to use prospective Squash spectacles while playing, besides wearing non marking shoes.

(r) Members are expected to bring their own sports gear including the Squash Balls.

Dependents of members

Dependents of members may play in the court only if no members are waiting to play or when specifically asked by a member to play with him. Dependents of members will have exclusive right to play in all the three courts i.e. court no.1,2,&3 during the period notified separately from time to time.

51.Swimming Bath Bye Laws

(a)The Lady Willingdon Bath remains open through out the year. Hot water in the pool during winter months will be kept at a temperature around 29.4°C

(b)The charges for guests shall be Rs100/- per hour. Both member and guest shall sign the guest book.

(c)Outstation non members may be brought to the Swimming pool as guests twice a month only; but they cannot be introduced on Sundays and on public holidays.

No guests are allowed from April to July.

(d)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 owners risk, but members are advised not to leave money or valuable there. If any 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 the safety of the members property

(e)Members are requested to take a shower before entering the swimming pool.

(f)Private employees are not permitted within the precincts of the Swimming pool except that they may accompany small children to the childrens splash pool.

(g) All ladies and gentlemen who wear long hair should use caps whilst actually in the pool. The same applies to all those gentlemen who sport a beard or side long whiskers.

(h) Members are not allowed to use any type of elaborate exercise gear or balls which will hinder the other swimmers.

(i)Utmost hygiene is expected to be maintained inside the pool. Diving is strictly prohibited.

(j)Dependents are not allowed to bring any guest to the pool or to any part of the club.

(k)Members, their dependents and guests should not go over to the main club building when they are in their swimming costume, nor should they move about beyond the pool area in swimming costume.

(l)All members are requested to cooperate with the Swimming pool staff to ensure cleanliness and hygienic conditions in the bath.

52Badminton

(a)There are three open air synthetic badminton courts.

(b)Timings – 6.30am to 9.00am and from 3.30pm to 8.30pm.Timings may vary as per weather and wind conditions.

(c)Guest Charges – Rs.50/- per guest.

(d)Available on first come first served basis.

(e)Rs.50/- for playing with marker for every 30 minutes.

(f)Members are expected to bring their sports gear including the shuttles.

(g)Marker services are available morning and evening @ Rs.50/- for half hour.

53 Basket Ball

(a)Half court is available for all members to play. No additional charges are levied for the game. However, members bringing guests will pay the guest charges.

(b)Basketball will be available with the Badminton marker.

54 Library

(a) Timings

The timings for opening of the Library and Reading Rooms during summer (1st April to 31st October) and winter (1st November to 31st March) will notified on the onset of summer and winter. The days the Library will remain closed will also be notified well in advance on the Notice Board in the Library and Entrance Hall. Library will normally be closed for stock taking for approximately 15 days.

(b) Library Staff

(i) The Library will be in the 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 staff.

(ii) The Librarian and his staff have no power to relax the Library Bye Laws. If any member has suggestion/complaint he is requested to submit in writing to the Secretary for transmission to the Library Sub Committee.

(c) Library Card:

(i)A member (Permanent, UCP, Lady Subscribers, Corporate, Eminent and Green Card) will be issued a single Bar Coded and Laminated Card @ Rs 50/- per card. Temporary and affiliated members will not be issued Library card.

(ii)Permanent Members, UCP members, Lady Subscribers, Corporate, Eminent and Green Card holders are entitled to take out only six books on their card.

(iii)If a member loses his/her cards, he/she should report the fact in writing to the Chief Librarian who will issue new card next day on ensuring that no books are outstanding against such card. A charge of Rs 100/- will be made for duplicate card so issued. If the member finds the missing card later, no books will be drawn against it and it should be surrendered to the Chief Librarian.

(d) Reference Books

(i) A reference book cannot be taken out on loan and can be referred only in the Reference Section.

(ii) The computer in the Reference Section can be used for making notes while using the books available in the Reference Section. Data can be taken on member's own pen drive or CD.

(e) New Books

(i) Books will be classified as new till they have been in the Library for one year, thereafter they will be classified as old books. New books will be kept on separate shelves.

(ii) A list of new books, which are to be put into circulation, will be posted in advance on the Library Notice Board. New books will be released thrice a week i.e. first three Sundays.

(f) Return of Books:

(i) Books shall be returned within 15 days from the date of issue.

(ii) If however, the books are returned after, but within 60 days from the due date the member shall be liable to pay a fine of Rs 2/- for each day of delay for each book.

(iii) After expiry of 60 days from the due date, the book will not be accepted for return and the member will, in addition to the fine prescribed above, be liable to pay 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.

(iv) Members wishing to return books when the Library is not open may place the books in the box provided for the purpose in the Verandah. The Librarian will remove books from this box each day. A member availing himself of this facility will be responsible for his books and the Librarian can accept no responsibility for them.

(v) Books should not be left for return either with the receptionist or with any of the Club staff, all of whom have orders not to accept such books. All books left with any of the staff will be entirely at the member's risk.

(g) Books Damaged

A member returning the book in a damaged condition will be liable to be charged the cost of restoring the book to its proper condition or its cost.

(h) Reminder

The Librarian will normally issue reminder for all books which are over due from the members within 15 days, but non-receipt of a reminder by a member shall not absolve him from returning a book on the due date nor will it relieve him of the liability of fine.

(i) Loss of Book:

(i) If a member reports the loss of a book on or before the due date, 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, but not less than thrice the cost of the book.

(ii) If the loss is reported after, but within 60 days from the due date, the member shall, in addition to the payment provided above, be liable to pay such further sum not less than Rs 120/- or as the Library Sub Committee may decide

(iii) Once action has been taken on clause (i) or clause(ii) above, the book even if subsequently found will not be accepted.

(j) Books not Transferable

(i) Passing of Books to other members is not permitted and a book issued in the name of a member will always be his responsibility.

(ii) Books will not be taken out of station.

(k) Reservation :

(i) A member may reserve one book (either old or new) at any one time by sending a written request to the Librarian giving the title and the name of the author

The Library Staff will not be permitted to write these details on behalf of a member.

As soon as a book which a member has asked for is received in the Library, member will be informed telephonically requesting him/her to collect the book within two days. If the book is not claimed within two days of the said date, an intimation will be sent to the member next on the list, who asked for reservation, or if no such reservation has been made, it will be put into general circulation the next day.

(l) Renewal / Re-Issue of Books

(i) Books will not be reissued/renewed if reserved by other members.

(ii) The books which are more than one year old may be renewed/reissued on telephone. Only one extension is allowed.

55. Photocopying

Photocopying of library material only can be made @ Re.1/- per page on A4 and FS paper. Photocopy on A3 paper will cost Rs.2/- per page to members, Photocopying be limited to few papers, and not to full books for voluminous material

56 Cyber Centre

a) People using the internet will be given preference over computer usage.

b) Members has to register himself/herself before using the facility.

c) Internet charges will be Rs.15/- (Rupees fifteen only) for every thirty minutes.

d) If member is using the computer without internet, first thirty minutes usage will be free. Rs.15/- will be charged for every thirty minutes usage, thereafter.

- e) Members are not allowed to download any software/programme or play with the settings of computers.
- f) If people are waiting, member has to vacate the computer after thirty minutes.
- g) Printout will cost Rs.5/- (Rupees five only) per person
- h) Members should refrain from using the computer for personal use.

57 Medical

- (a) First Aid facilities are available in the club.
- (b) First Aid kits are available at Reception, Health Club and Squash Court. Services of Nursing Assistant available from 8 am to 11 pm.
- (c) For emergency, taxi will be called and patient will be moved to nearest hospital. Members from Armed Forces will be taken to RR hospital and others to Max/ Fortis.
- (d) Members are requested not to force the Nursing Assistant to provide services beyond their limits.

58 Laundry -Laundry facilities are permitted for in-living members only, as per laid down rates

59 Sports Shoppe

A sports shoppe is set up at the Tennis pavilion for fast moving sports items at rates fixed by Management

60 Car Parking

All vehicles are required to have the club sticker displayed on the windscreens for security purpose. Stickers are available at the reception for Rs 30/- a piece. Members are expected to park their vehicles as per laid down parking rules in the designated areas.

61 Locker charges

The following facilities have been provided for the use of members: -

- Large lockers – for keeping large handbags only in Ladies and Gents Cloak rooms.
- Small lockers – for keeping keys, wallets, phones etc. in Swimming Pool, Health club..
- Changing Room- for hanging jackets, clothes and keeping sports kits etc.

CODE OF CONDUCT FOR ELECTIONS

- 1) To follow Code of Conduct as mentioned in the Articles of Association & Rules Governing Campaigning

It is important that the elections of Delhi Gymkhana Club are conducted in a manner that upholds the dignity of this august institution. It is the duty of our members to ensure that the election process enhances the prestige of the Delhi Gymkhana Club, which is considered the best club in the country.

- a) Avoid indulging in criticism of other candidates in any manner, either verbal, electronic or written (e.g. Spreading rumors or gossiping about individuals, writing anonymous letters, sending in-discriminatory emails or making baseless and false allegations etc..)
- b) There will be **No canvassing** of any kind within the Club premises on the day of election.
- c) Using of relatives or friends on the day of election as proxy canvassers is not permitted.

- d) All candidates seeking election will be issued with their nametags and ballot paper numbers. It should not, therefore, be necessary to distribute chits or cards to voting members at the time of elections. Approaching voting members as they enter the voting area by candidates or their supporters is not permitted. Such action will be **captured in CCTV footage** and will be referred to the Election Commissioner.

Note: "All areas will be covered by CCTV. Any violations will be referred to Chief Election Commissioner for further action which could also be cancellation of nomination."

2. GC will appointment the following:-

- a) Chief Election Commissioner/Returning Officer-2 Nos
- b) Election Commissioners/Scrutineer - 9 Nos
- c) Observers - 2 nos.

3) Further to Article 20, the following are the Guidelines for nomination of candidates for GC

4) **Eligibility/Qualifications for candidates**

- (a) Any member who has been found guilty by duly constituted committee of the club for violation of code of conduct, anti club activity, has been under scrutiny in the past for misbehaviour or been suspended for any misdemeanour shall not be eligible to contest
- (b) **Members wishing to offer themselves for election as President and Members of the General Committee may apply to the Club 21 days prior to the AGM i.e 3RD Sept 2016 by 3.00PM with details of their background and file their nominations as per Cos Act rules. However, candidate can withdraw their nomination 10 days prior to election.**

Under taking to be signed by candidates contesting for the General Committee

** Members found indulging in what may be judged as unfair practise by the Election Commission in the period prior to filing of Nominations will not be permitted to file their nominations and contest

Along with filing of Nomination, the candidates shall sign a declaration that they

- 1) Shall abide by the Articles of Association, Bye Laws , rules regulations **and previous resolutions of the GC**
- 2) I have not been convicted for any criminal offence or been charge sheeted in any case.
- 3) Have not been found in arrears of payment of club bills for more than 3 months.
- 4) Have no direct business dealings with the DGC company or third party having any business dealing with the club
- 5) Undertake to File all compliances as required under the Cos act on being elected

**Guidelines for Appointment of Chief Election Commissioners
(Returning Officers) and Election Commissioners (Scrutineers)
and Observers**

The Chief Election Commissioner (Returning Officers) and Election Commissioners(Scrutineers) shall be announced 30days prior to the date of Elections

The Chief Election Commissioners / Returning Officers shall be a Permanent member with a minimum **20 yrs seniority**and shall be assisted by the previous Chief Election Commissioner to ensure continuity

The Election Commissioners (Scrutineers) and Electoral Officers /

Observers who are the election officers shall be selected by the GC from among **Permanent members having at least 10 yrs seniority**

The Election Commissioners/ Returning Officers shall be responsible for overseeing the conduct of the elections and implementation of the election code as soon as the candidates file their nomination.

The electoral officers shall function under the Chief Election Commissioners.

They will ensure that candidates adhere to the election code during campaigning period after filing of nomination 21 days prior to the AGM and on the day of the elections at the AGM

Conduct of Elections

Election would be conducted under the supervision of the Chief Election Commissioner along with members appointed as Election Commissioners and Observers (upto 11 to 15 members).The Election Commissioners will be responsible for the code of conduct for campaign.

Chief Election Commissioners (Returning Officers) and Election Commissioners (Scrutineers) shall deal with any complaints against candidates for violations of code of conduct.

Chief Election Commissioner and the GC shall accord approval to the final candidates list after due scrutiny.