

PRIVATE & CONFIDENTIAL
FOR MEMBERS ONLY

RULES
and
BY-LAWS



Dalhousie Institute

(Registered No.387 of 5.5.1879 under the West Bengal Societies
Registration Act, 1961)

Registered Office :
42, JHOWTALA ROAD, KOLKATA-700019

AMENDMENTS AND MODIFICATIONS

No	Date	Amendments or Modifications	References
1		Original publication of Rules & by-laws	
2	2005	Republished with updated amendments	EGM 25 April 2004
3	March 2022	Published electronically with updated amendments	EGM 2 September 2018 Council Meetings AGM 26 December 2021

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Dalhousie Institute
(A Society registered under the West Bengal Societies Registration Act, 1961)

RULES

1. In these Rules, unless there is something in the subject or context inconsistent therewith-

‘INSTITUTE’ means the ‘Dalhousie Institute’, a Society registered under the West Bengal Societies Registration Act, 1961

‘MEMBER’ means a member of any Class of the Institute.

‘GENERAL MEETING’ means a general meeting of the members of the Institute.

‘PRESIDENT’ means the President of the Institute

‘VICE-PRESIDENT’ means any one of the Vice-Presidents of the Institute.

‘COUNCIL’ means the Council or Governing Body of the Institute constituted under these Rules.

‘TREASURER’ means the Treasurer of the Institute.

‘SECRETARY’ means the Secretary of the Institute.

Words importing the masculine gender shall include the feminine gender.

Words importing the singular number shall include the plural number and vice-versa.

OBJECTS

2. The Institute is established to promote the literary and scientific improvement of members by means of lectures, library, reading room and such other resources as may from time to time be devised; to foster a spirit of goodwill and sociability among the members; to provide amusement; to take part in and promote sports and games, and to embark upon any activities calculated to benefit the Institute or advance the welfare of the members or of any class of members.

MANAGEMENT

3. The control of the Institute and of the business of the Institute shall be vested in the Council, who, in addition to the power and authorities by these presents or otherwise expressly conferred upon them, may exercise all such powers and do all such acts and things as may be exercised or done by the Institute and are not hereby or by statute law expressly directed or required to be exercised or done by the Institute in General Meeting but subject nevertheless to the provisions of any statute law and of these presents and to any regulations not being inconsistent with these presents from time to time made by the Institute in General

Meeting; provided that no such regulations so made shall invalidate any prior act of the Council which would have been valid if such regulation had not been made.

COUNCIL - SPECIAL POWERS

4. In furtherance and not in limitation of and without prejudice to the general powers conferred by or implied in these Rule it is hereby expressly declared that the Council shall be entrusted with and may exercise and perform the following powers duties:--

(1) **PROPERTIES:** To purchase or otherwise acquire for the Institute any property rights or undertakings at such price and generally on such terms and conditions as they think fit, and to sell, let, exchange, develop, lease, mortgage or otherwise dispose of absolutely or conditionally all or any part of such property, rights or undertakings and upon such terms and conditions and for such consideration as they think fit.

(2) **CONSTRUCTION AND REPAIRS:** To construct any building, Swimming Pool, Tennis Court and other undertakings required or to be used by or for the Institute and to alter, keep in good repair and manage such buildings, Swimming Pool, Tennis Courts and other undertakings.

(3) **BORROWINGS:** To borrow money for the purposes of the Institute on debentures or on any other form of security which the Institute can give and to secure the repayment thereof upon such terms and conditions as they think fit.

(4) **INVESTMENTS:** To invest any of the moneys of the Institute not immediately required, in such Govt. Securities and/or in such investments Introduced by Scheduled Banks, as they may think fit, and from time to time, to vary or realise such investments.

(5) **SALE OF SECURITIES:** To sell or draw against the investments specified in Sub-rule (4) above, Govt. Securities and loans held by, in the name or on behalf of the Institute by the Institute's Bankers, either in whole or in part.

(6) **SUBSCRIBING TO OTHER BODIES:** To establish, maintain, support and subscribe to any charitable or public object and any Institution, Society or Club.

(7) **PURCHASE OF WINES, STORES, ETC.:** To purchase wines, spirits, liquors, stores, tobacco, books, prizes and such other things and awards as may be required for the purpose of the Institute.

(8) **REMUNERATION:** To remunerate any person for services rendered to the Institute.

(9) **APPOINTMENTS & DISMISSALS:** To appoint, fix the remuneration, and dismiss the employees and servants of the Institute.

(10) **REGULATIONS GOVERNING THE OBJECTS:** To regulate all matters and things relating to the object and activities of the Institute, including the admission of members and guests thereto, the charges payable by members and others for such admission and the use by members or others of all or any part of the Institute premises.

(11) SPECIAL SUB-COMMITTEES: To appoint Sub-Committees for special purposes as they see fit and to delegate to such Sub-Committees such of their powers as they see fit and to withdraw all or any of their powers so delegated and to revoke such appointments.

(12) CLOSING OF INSTITUTE PREMISES: To close the Institute's premises or any part thereof for such period and at such times as they may consider expedient or necessary.

(13) To institute, conduct, defend, compound or abandon any legal proceedings by or against the Institute or otherwise concerning the affairs of the Institute. To refer any claims, demands or legal proceedings by or against the Institute to arbitration and observe and perform the awards.

(14) To enter into all such negotiations and contracts and vary all such contracts and execute and do all such acts, deeds and things in the name and on behalf of the Institute as they consider expedient for/or in relation to any of the matters aforesaid or otherwise for the purposes of the Institute.

(15) And generally to do all other such things as are incidental and conducive to the attainments of the objects of the Institute.

CONSTITUTION AND MEMBERSHIP

5. ELIGIBILITY: Ladies and Gentlemen who have attained the age of twenty one years shall be eligible for membership. EGM 02.09.2018

6. CLASSES OF MEMBERSHIP

1. There shall be the following classes of membership, namely:-

- (a) Permanent Members
- (b) Life Members
- (c) Associate Members
- (d) Temporary Members
- (e) Honorary Members
- (f) Junior Members
- (g) Corporate Members

2. The Council shall also have power from time to time to add to the above classes of membership and to make regulations governing their admission and membership and the payment of Entrance Fee and Membership Subscription.

7. BAR TO MEMBERSHIP

No person who himself is not a member under these Rules can claim the rights and privileges of membership.

8. RIGHT TO ADMISSION

Admission to membership of any class shall be decided by the council. The Council shall have full and absolute power to admit or reject any application without assigning any reason therefore and their decision shall be final and binding and cannot be questioned in any

manner whatsoever.

9. RIGHT TO PROPOSE AND SECOND

(a) Only Life members and permanent members of not less than two years' standing are eligible to propose or second a candidate who shall be known to them, but in no case shall the Proposer or Secunder be a member of the Council.

(b) A Permanent or Life Member who has committed a breach of any of these Rules or By-Laws or has been suspended or whose conduct is the subject of enquiry at the time of the submission of the application shall also be disqualified from proposing or seconding a candidate.

10. PROCEDURE FOR ELECTION TO MEMBERSHIP

(a) Each candidate for admission to membership of any class, excepting Honorary Membership, shall be properly proposed and seconded as laid down in the preceding Rule 9 and shall sign and deliver to the Secretary his/her application in the form provided by the Institute. Where the application is by a married couple, the signatures of both the husband and wife shall be required on the application and both of them shall be jointly and severally be responsible for payment of all monies and dues to the Institute.

(b) The application form shall also be signed by the Proposer and Secunder and shall contain the candidates full name and address, rank, profession or occupation and such others particulars as the Council may require, and shall be in the hands of the Secretary at least 14 days prior to the candidate's introduction to the Council.

(c) A sum equivalent to and tendered to cover the entrance fee and the membership subscription for three months as laid down in Rule 25 shall be deposited when called for by the Institute and no Candidate shall be introduced to the Council unless such sum has been deposited.

(d) Any omission from or inaccuracy in the particulars as to the candidate in the proposal form shall render the election of the candidate voidable at the discretion of the Council.

11. ELECTION TO MEMBERSHIP

(i) Candidates for membership to any class, excepting Honorary and Temporary membership, shall be admitted subject to election by the Council. Such election shall be by secret ballot and two negative votes shall exclude the candidate.

(ii) No person except Temporary and Honorary Members shall be granted membership unless at least fourteen days have elapsed from the date on which his/her name was duly proposed and seconded.

12. INTERIM PRIVILEGES

A Candidate shall not be entitled to any of the privileges of membership during the interval between his application for membership and his introduction to the Council but shall be treated as a guest and be governed by Rule 91.

During the interval between his introduction to the Council and the result of the election by ballot a candidate shall be treated as a Temporary Member under Rule 21 excluding sub rules (a) and (b) thereof.

13. INTRODUCTION

The Council shall have power from time to time to make detailed regulations for introduction of candidates and the balloting on their applications. Unless otherwise determined, the following procedure will be observed.

(a) A list of candidates giving their names, addresses and occupations, and the names of their Proposers and Seconders, shall be posted on the Institute Notice Board at least one week prior to introduction.

(b) It will be the privilege and duty of every member to inform the members of the Council or the Secretary, if for any reason he considers that the admission of any particular candidate is undesirable in the interest of the Institute. The information shall be considered and treated as privileged and confidential without disclosing the identity of the party.

(c) The Council shall meet on such days as may be determined by them, for the purpose of being introduced to the candidates. The Proposers and/or Seconders will be notified of the date and time of such meeting. Either the Proposer and/or Secunder will be required to attend with their candidates whom they will introduce to the members of the Council.

(d) If a candidate should fail to attend two such consecutive meetings, the application for membership shall automatically lapse and fresh application shall only lie after the expiry of six months from the date of the previous application. The candidate and his Proposer shall be informed accordingly and the entire deposit made under Rule 10(c) will be refundable.

14. BALLOTING

(a) After the candidate has been introduced and his application scrutinized, the Council shall proceed to ballot either that very day or any other day within three months that may be decided upon subject to such regulations as may be framed by the Council from time to time.

(b) A married couple shall be balloted together under one ballot in the same way as an individual.

(c) Every member of the Council shall have one vote which shall be given personally.

15. WITHDRAWAL

A candidate may withdraw his application on or before the day fixed for the introduction under Rule 13(c) upon a written request addressed to the Secretary by the candidate or by his Proposer or Secunder.

16. RESULT OF BALLOT

(a) The result of the ballot and the class to which a candidate has been admitted will be recorded by the President or in his absence, by one of the Vice-Presidents or, in his absence of both, by the Chairman of a meeting, under his signature on the application form.

(b) The result of the ballot will also be communicated to each candidate and, if elected, the new member shall thereupon be subject to the provisions of the Rules and By-laws of the Institute.

(c) A candidate who has withdrawn his application or has not been elected will be entitled to the refund of the deposit of both the entrance fee and proportionate membership subscription money for a complete month made under Rule 10(c) & Rule 21(e).

17. BAR TO RE-APPLICATION AND ADMISSION AS GUEST

(a) A candidate who has been proposed and not successful in obtaining admission shall be precluded from re-applying for membership of any class for a period of one year.

(b) A candidate who has been proposed twice and not elected shall be deemed permanently ineligible for membership.

(c) Persons referred to under (a) and (b) cannot be introduced to the Institute as guests of a member.

18. PERMANENT MEMBERSHIP

(a) Ladies and Gentlemen will be admitted to Permanent Membership under the following categories and the choice of admission shall vest in the Council:

Married Couple. Permanent Members,
Gentleman Permanent Member (Individual)
Lady Permanent Member (Individual)

(b) Only Permanent Members will be entitled to serve on the Council and to vote at General Meetings,

(c) Married Couple Permanent Members will be entitled to one vote only and either husband or wife will be entitled to serve on the Council and to vote at General Meetings.

19. LIFE MEMBER

The Council may at its sole discretion elect, as a Life Member any member of not less than ten years standing as a Permanent member, who in their opinion has contributed long and dedicated service to the Institute or has National or International recognition to his credit. On such election, the said Permanent Member shall be required to make a lumpsum subscription, as it may be determined by the Council, from time to time and shall deposit the same with the Institute within specified days from the date of receipt of notice of such election by the Council. The Permanent Member on being elected as such, subject to depositing the lumpsum subscription mentioned above, shall continue to enjoy all rights and privileges of membership without payment of any further membership subscription and will also be subjected to the Provisions of the Rules and By-Laws. The said lumpsum subscription or any part thereof, will not be refundable, if for any cause or reason his name has been ordered by the Council to be expunged from the Membership Roll.

When the Permanent Member is elected as Life Member, no further subscription need be payable by his or her spouse.

19A. Senior Citizen—A Permanent Member who has been a member continuously for a period of 25 years and has reached the age of 65 years will not be required to pay any Facility Charges and will be required to pay only Re. 1/- as the monthly membership subscription.

Members who have attained the age of 60 years and have been members for a minimum period of 15 years will have the minimum billing amount waived. (31/10/2010)

20. ASSOCIATE MEMBER

(a) Married couples and individual ladies and gentlemen may be admitted to Associate Membership at the complete discretion of the Council. An Associate Member will be subject to all the Rules and By-Laws of the institute and entitled to all other privileges of membership except the right to serve on the Council, attending General Meetings, having any voice in the management or voting for any purpose whatsoever. Subject, however, to the sanction of the Council, an Associate Member may be co-opted on a sub-committee on such terms and conditions as they direct.

(b) The Council shall have full power without assigning any reason therefore to remove at any time the name of any Associate Member from the Membership roll and thereupon such Associate Member shall cease to be a Member.

(c) The Council, at their entire discretion, shall have full power without assigning any reason therefore, to transfer a Member from Associate Membership to Permanent Membership by secret ballot.

21. TEMPORARY MEMBER

(a) A lady or gentleman, not being a permanent resident of Kolkata, may be elected a Temporary Member jointly by the President, one of the Vice-Presidents and a member of the Council for a total period, whether at one time or at different times, not exceeding six months in any calendar year, on being proposed and seconded as for the admission of Permanent Members, and such elections shall be recorded at the next Council Meeting.

(b) The Temporary Member will pay no entrance fee but shall pay in advance the whole membership subscription covering the estimated period of membership at the rate provided by these Rules. The Temporary member will be required to make security deposits of an amount to be determined by the Council and will be restricted to transactions covering the deposit amount or as may be determined by the Council from time to time. Should transactions exceed the deposit no further goods will be supplied or amenities provided till a fresh deposit equivalent to the initial deposit is made.

(c) A Temporary Member will be entitled to the privileges of membership but will not be entitled to introduce guests, attend meetings or take any part in the affairs of the Institute. He may resign at any time by notice in writing to the Secretary.

(d) The Council shall have full power without assigning any reason therefore to cancel the temporary membership of any person.

(e) If a temporary membership is withdrawn or ceases before the expiry of the period for which the membership subscription has been paid, a proportionate refund shall be made provided that the minimum membership subscription that shall be payable shall be for a complete month. No remission shall, however, be made for any broken period of a month following a completed month.

(f) The proposer and seconder shall be jointly and severally responsible for the conduct of, and for any damage that may be caused by the Temporary Member recommended by them.

22. HONORARY MEMBER

The Council shall be empowered to also admit persons of either sex, not below the age of 18 years, to any of the Institute's special occasions or functions as Honorary members on payment of such subscriptions, fee, charges, or otherwise as they may direct and upon such terms, conditions and regulations as they see fit. Such Honorary members will enjoy the amenities that will be provided for the said occasion or function and on the termination thereof they shall cease to be members. For the purpose of giving effect to this rule, the Council will be entitled to delegate their powers to any two members of their number or to the members of the Socials and Entertainment Sub-Committee.

23. JUNIOR MEMBER

(a) Notwithstanding anything contained in any other Rule, an unmarried gentleman or lady who has attained the age of 21 years but has not completed his/her 25th birthday may be elected a Junior Member on complying with the procedure laid down under Rules 9 and 10.

(b) The Junior Member shall pay an entrance fee and subscription as may be determined by the Council so long as he/she fulfills the age limit under (a) above. On attaining the age of twenty-five years (EGM dated 2nd September 2018), the Junior Member shall be automatically terminated, and the Council may then at its absolute discretion transfer the person to the category of a Permanent or Associate Member and thereupon the said person shall be subject to the payment of the subscription applicable thereto, and also to the payment of the difference between the Entrance Fee payable by a Permanent or Associate Member and a Junior Member.

(c) A Junior Member will be entitled to the privilege of membership and can apply to be put on the absentee list provided he/she fulfills the conditions laid down under Rule 24. The Junior Member, however, shall not be entitled to attend meetings or take part in the affairs of the Institute, and may resign at any time by giving a calendar month's notice in writing to the Secretary.

(d) The Council shall have full power without assigning any reason therefore to terminate at any time the Junior membership of a person.

(e) The Proposer and Secunder, besides the parents, shall jointly and severally be responsible for the conduct of, for non-payment of bills and/or other dues to the Institute and for any damage caused by the Junior member recommended by them.

23A. CORPORATE MEMBER

(a) Anybody Corporate being a Company incorporated in India and an existing company under the Companies Act 1956 or any Financial Institution, Bank, Government Company, Statutory Corporation and/or Company or Body Corporate, incorporated outside India under the relevant laws of that country and having office in India and or any firm duly registered under the Indian Partnership Act 1932 or any diplomatic mission in India who wishes to join the Institute with the object for providing their senior executives, partners and/or diplomats as their nominees with the facilities available to members of the Institute shall be eligible apply in the form provided by the Institute for admission as a Corporate Member. The Council will have the sole discretion to entertain or reject any such application. In the event the Council decides to admit any such application for Corporate Membership, such Corporate Member shall be eligible to nominate in the prescribed form, their Senior Executive staff, Partners or Diplomats as the case may be, subject to the maximum number of four nominees and subject to the applicability of the terms, conditions and stipulations for eligibility of membership mentioned in this Rule, to avail of the facilities of membership of the Institute. The firm eligible for such Corporate Membership must be a firm of professionals such as Doctors, Engineers, Lawyers, Chartered Accountants or Commercial firms.

(b) The Council may on the application being made in writing admit such applicant as a Corporate Member subject to the conformity of all terms, conditions and stipulations mentioned in this Rule for a term not exceeding five years at a time.

(c) Anybody Corporate, Financial Institution, Bank, Government Company or Statutory, Corporation or Diplomatic Mission may apply for one or more Corporate Membership.

(d) Acceptance and/or granting of Corporate Membership to any applicant shall be at the sole discretion of the Council whose decision in that respect shall be final, binding and conclusive for all intent and purpose.

(e) A Corporate Member shall be entitled to exercise such rights as a member of the Institute as provided under these rules to nominate, in respect of its membership, in a particular term, not more than four persons out of the executive staff/partners/ diplomats as nominees to avail of the facilities of the Institute under these rules.

(f) Corporate Members and its nominees will be subject to all the Rules and By-Laws of the Institute and entitled to all the privileges of members excepting the right to serve in the Council. A Corporate Member shall be eligible to attend the General Meeting through one of its nominees in a particular accounting year and intimation relating to the selection of the nominee by a Corporate Member to attend a particular General Meeting should be sent to the council in writing and reach the office at least 48 hours before the date of the meeting. The Corporate Member shall be entitled to cast only one vote at any such General Meeting through its nominee strictly notifying the name within the time and in the manner prescribed above.

(g) Each of the nominees of the Corporate Member will be required to appear before the Council and be approved by the Council individually in accordance with the Rules of the Institute. The Council shall have the sole and absolute discretion in accepting or rejecting any nomination by a Corporate Member. In the event of rejection of any of the nominees of a

Corporate Member for a particular accounting term the Corporate Member shall be eligible to nominate any other person in place and instead of such rejection subject to the Rules relating to acceptance thereof by the council. The decision of the Council in the matter of acceptance of Corporate nominee shall be final and binding and cannot be questioned in any manner whatsoever.

(h) In the event the Corporate Member is Diplomatic Mission, a person holding the Diplomatic/senior Executive status shall be entitled to be nominated by such Corporate Member.

(i) Nominees of a Corporate Member after acceptance as aforesaid shall not be required to pay any entrance fee but shall be liable to pay the monthly subscription bills inclusive of the facility charges and other charges to be levied from time to time. Timely payment thereof shall always be guaranteed by the Corporate Member and in the event default for any three months by such nominee, shall become payable by the Corporate Member on demand.

(j) The membership of a Corporate Member shall be renewed at the end of the term at the discretion of the Council upon an application in writing being made to that effect by the Corporate Member and subject to payment of the fees payable by the Corporate Member as prevalent at that time.

(k) The terms with regard to the admission fee for Corporate Members mentioned above may be reviewed and/or revised by the Council from time to time at its discretion.

(l) On payment of the entrance fee and subscription as may be revised or fixed by the Council from time to time and upon being elected as a Corporate Member, a Corporate Member shall be entitled to the rights and privileges of membership of the Institute.

(m) A Corporate Member at any point of time will be entitled to withdraw nomination in favour of any of its nominee or nominees in which event such Corporate Member shall inform the Council immediately whereupon the said nominee will cease to be entitled to use and enjoy any of the facilities and/or benefits provided to such nominee of a Corporate Member by this Institute under this rule. In such circumstances the Corporate Member shall be entitled to nominate any other nominee in place of a person whose nomination has been withdrawn subject however to the acceptance by the Council as provided hereinabove.

(n) A Corporate Member shall be responsible and/or liable for the observance of the Rules and Regulations of the Institute as also of maintenance and/or discipline of the institute by any of its nominee or nominees. In the event of any liability being incurred by any nominee or nominees of such Corporate Member relating to the use of the service and properties of the Institute including payment of the bills or for any act of misbehaviour, misconduct, indiscipline and breach of any of the Rules, Regulations and By-Laws of this Institute by any nominee or nominees of a Corporate Member, the Corporate Member shall be accountable for the same to the Institute in all respects.

Notwithstanding anything contained in Rule 32, in the event of the happening of any of the eventualities mentioned above, the Council in its discretion may require The Corporate Member to withdraw with immediate effect such nominees and/or nominees who in the

opinion at the Council is guilty of any of the offences mentioned above and without prejudice to the right of the Council, it may take appropriate action not only against the errant nominee or nominees of the Corporate Member, but also against the Corporate Member Itself.

24. ABSENT MEMBER

A Permanent, Associate and Junior Member can apply to be put on the Absentee List provided he fulfills the following conditions namely:

(a) (i) Is absent from Calcutta (i.e. beyond a 50 mile radius of Kolkata from the Institute) for a continuous period of not less than three months or more than twelve months.

ii) Gives notice in writing to the Secretary of such absence,

iii) Pays all outstandings and dues to the Institute before departure.

iv) And deposits the requisite Absentee Fee which will be appropriated towards absent member's fee in place of the usual monthly membership subscription, at the rate as may be determined by the Council from time to time, credit being allowed for the unexpired portion of any subscription paid in advance.

(v) On complying with the above requirements a member; will be reinstated on his respective membership roll on returning to Kolkata of which due notice must be given to the Secretary. A member of any class who is absent for more than twelve months will cease to be a member and on his return thereafter will have to re-apply for new membership, in which event the Council may waive the payment of Entrance Fee on election.

24A. PROCEDURE FOR TRANSFER OF INDIVIDUAL MEMBERSHIP TO THE CATEGORY OF A MARRIED COUPLE

(a) Where an Individual Gentleman/ Lady member marries a non-member and desires to transfer the existing category of Individual Membership to the category of a Married Couple, he/she shall deliver to the Secretary, the requisite application form duly completed, proposed and seconded by a Permanent Gent/Lady Member along with the requisite entrance fee, being the difference of rate prevailing between two categories of membership and shall introduce his/her, wife/husband to the Members of the Council at any convenient time before the meeting of the Council when such application will be considered and a decision obtained thereon.

(b) Where the contracting parties to a marriage are both individual Members of the Institute, their membership shall be automatically transferred to the category of a Married Couple, immediately a written application is made to the Secretary in this behalf.

25. CATEGORY ENTRANCE FEE AND MEMBERSHIP SUBSCRIPTION

(a) Unless otherwise determined, the Categories of the Membership of the Institute are as follows: -

(i) Married Couple

(ii) A married gentleman with children wishing to join in an Individual capacity.

(iii) A married lady with children wishing to join in an Individual capacity.

(iv) Individual Gentleman

(v) Individual Lady

(vi) Junior (21 years to 25 years) (EGM dated 2nd September, 2018)

(vii) Temporary Couple/Individual with children

(viii) Temporary Individual Gentleman/Lady/Junior

(ix) Corporate Member

(b) Save as expressly provided by these rules, every membership pay to the Institute a Membership Subscription and Entrance Fee of such amount as may from time to time be fixed by the Council and such amount shall be due and payable in advance.

(c) Membership Subscriptions shall be payable monthly in advance.

(d) The subscriptions deposited by a candidate under Rule 10(c) will be adjusted after the result of election is known and, if favourable, will be calculated to commence from the month in which the candidate was introduced under Rule 13.

(e) Those on the Absentee List will commence paying the subscription applicable to them after the expiry of a full month for which subscription is ordinarily due.

26. MONTHLY BILLS

On or before the 10th day of every month the Secretary shall forward to each member an account comprising his current month's membership subscription and his dues upto and including the last day of the previous month and shall be responsible for its correctness. If a member does not receive his bill by the 15th of the month he should notify the Secretary who shall then supply him with a duplicate of his account immediately, and if any question relating to an account is brought to his notice, he shall investigate and settle the dispute with the member concerned. If no settlement is reached between the two within a week of the complaint the matter will then be referred by the Secretary to the president who, if necessary, shall refer it to the Council whose decision shall be final and binding.

26A. INSPECTION

A member shall be entitled to have access to his accounts by arrangement with the Secretary.

27. LIMITATION OF CREDIT

(1) Goods supplied and amenities provided by the Institute to members may be obtained either against coupons exchanged for cash or on credit subject to the limitation provided in Sub-rule (3) of this Rule.

(2) Cover charges for functions and the price of cold storage goods and such other items as may be determined by the Council shall, however, be paid for in cash.

(3) The total amount of credit allowed to a member or married couple shall be determined by the Council. Should this limit be exceeded at any given point of time, no further goods will be supplied or amenities provided on credit till such member concerned has cleared his/her outstanding.

(4) A bill for credit thus obtained, less any payments made in the interval, together with all subscriptions and dues shall be submitted to the member in terms of Rule 26 and such bill shall be paid in course of the month in which such bill is submitted.

(5) In the event of a member failing to pay his bill within the time specified in Sub-rule (4) above, the Secretary shall issue a notice which may be served personally or sent by ordinary post under certificate of posting or by courier and if the said bills remain Unpaid within 14 days from the date of such notice, the defaulting member shall be deprived of the privileges of membership for such period, as may be determined by the Council from time to time. It shall, however, be incumbent on him to pay full subscription for the period of default.

(6) If the member concerned shall have paid his bill submitted to him under Rule 26 before the expiration of the period mentioned in Sub-Rule 5 hereof, his privileges may be restored at the discretion of the Council

27A. REMOVAL FOR NON-PAYMENT OF DUES

If the member concerned shall not have paid his bill submitted to him under Rule 26 before the expiration of the period referred to under Sub-rule (5) of Rule 27 above, his name shall be automatically expunged from the membership of the Institute and he shall be notified accordingly, unless he has been given a further extension of time for the payment of his dues on an application made to the Council.

28. DEPOSIT ACCOUNT

A member desirous of obtaining credit in excess of limitation referred to in Sub-Rule 3 of Rule 27 shall have to deposit with the Institute such sum estimated to cover his/her requirements, as determined by the Council. If a member who at any point of time exceeds his deposit limits, he will be advised by the Secretary that no further credit will be allowed till he has made a fresh deposit equivalent to his original deposit. The amount of all credit memos will be included in the monthly bills submitted to him under Rule 26 and shall be paid in accordance with the provisions contained under Rule 27.

29. CASH AND CREDIT MEMOS - CASH COUPON REGISTER.

(1) In respect of every supply or series of supply of goods or amenities provided to a member, whether for cash, credit or on deposit account a memorandum containing a description of the goods or amenities with the quantity and rates/ prices thereof, shall be signed by him in a legible manner showing therein his name and membership roll number, and where payment is made by means of Cash Coupons the member shall also sign the Cash Coupon Register.

(2) All cash memos for the day shall be paid on that day at the time of presentation.

30. RE-ADMISSION ON PAYMENT OF DUES

A person who shall cease to be a member under Rule 27A or under Rule 35 may re-apply for new membership in the manner laid down under Rule 10 after expiration of one year, provided he has made amends and has paid in full all monies due to the Institute.

31. REMOVAL FROM MEMBERSHIP

A member shall cease to be a member if:

(a) he becomes bankrupt or insolvent or makes any composition with his creditors or does or suffers any act or thing whereby he shall become liable to the provisions of the Bankruptcy or Insolvency laws for the time being in force or shall be adjudged bankrupt or insolvent,

(b) he is found guilty by a competent tribunal of any offence involving in the opinion of the Council gross misconduct.

(c) a Receiver is appointed over his assets or property by a Court of competent jurisdiction.

32. WARNING, SUSPENSION OR REMOVAL

(1) The Council shall have full power and absolute authority, and their decision shall be final and binding and cannot be questioned in any manner whatsoever to warn and/or suspend for a period not exceeding six months or to remove the name of member Other than a Corporate Member, governed by Rule 23A, from the membership toll, if in the opinion of the Council.

(a) he does anything which is not becoming of a member or which constitutes misconduct.

(b) it is no longer desirable in the interest of the Institute that he should continue as a member,

(2) Before arriving at a decision, a member whose conduct is called in question under the preceding Sub-rule shall be given an opportunity to appear in person and explain his conduct. He shall be given a week's notice specifying the date, time and place of the meeting, and if he should fail to attend, the Council shall act in his absence, unless he shows good cause of inability to be present and asks for an extension of time Such time shall be reasonable and no second extension shall be granted except under exceptional circumstances. Such meetings of the Council shall be held in camera and only the member whose conduct is called in question and such other persons as the Council may consider necessary shall be heard and examined.

33. LOSS OF MEMBERSHIP

Under Rules 31 and 32 a member means is a member of any class and includes a member of the Council.

A member whose name has been removed under the said Rules shall be deemed permanently ineligible for membership.

34. DISQUALIFICATIONS ON SUSPENSION

During the period of suspension under any of the Rules, a member so suspended shall be disqualified from enjoying the privileges of membership shall not be permitted to enter the Institute. A suspended member contravening the provisions hereof shall be liable to have his name removed from the membership roll.

35. VOLUNTARY TERMINATION OF MEMBERSHIP

Any Permanent or Associate Member may withdraw from the Institute by giving a calendar month's notice in writing. In default of such notice being so given, a member shall be liable to pay his membership subscription for the ensuing months.

36. CESSATION OF INTEREST

Upon the retirement, exclusion or removal of any member, membership and interest in the Institute shall cease.

37. POSTING OF SUSPENSION AND REMOVAL

All suspensions shall be posted on the Notice Board of the Institute and will remain so posted until the removal of the order of suspension. Names of members which have been removed from the membership roll or who have ceased by any means to be a member will also be posted on these Notice Boards and will remain there for a period of three months.

GENERAL PROVISIONS

38. RIGHT TO RECOVER DUES

(1) Any member who shall by any means cease to be a member shall nevertheless remain liable for and shall pay to the institute all moneys which at the time of such member ceasing to be a member may be due from him to the Institute, and it shall also be lawful for the Institute to take such action as it shall deem necessary for the recovery of such dues.

(2) All monies due and payable by any member to the Institute under the Rules and By-Laws shall be a debt due from that member to the Institute and shall be recoverable in law.

39. BAR TO SALE OF LIQUOR

(1) No excisable liquor will be served to any person appearing under the Influence of drink nor will such liquor be sold before the opening or after the closing of the Bar.

(2) For the application of this Rule, it shall be lawful for the Members of the Council to act singly or jointly with one another and his decision in all cases shall be binding on the members and cannot be questioned in any manner whatsoever.

40. DAMAGE TO INSTITUTE PROPERTY

In addition to what is stated under Rules 21 (f) and 23 (e) a member will be responsible for the payment of damage to the Institute property due to design, accident or neglect caused by himself or his guest, the assessment of such damage being entirely at the discretion of the Council.

41. LIQUORS AND REFRESHMENTS

No member shall be permitted to bring into the Institute either for sale or consumption, any liquor, beverage, soft drinks, food or other refreshments in any shape or form, save and

except that ordered by and for the Institute and only such liquors, refreshments or goods as are purchasable at the Institute shall be consumed in the Institute.

42. ANIMALS AND DOMESTIC PETS

Animals and domestic pets are not permitted to be brought into the Institute.

43. RULES AND BY-LAWS BINDING

Every member shall be bound by the Rules and By-Laws of the Institute, an up-to-date copy of which, containing amendments made from time to time, shall be open for inspection on request being made to the Secretary for the purpose.

44. REGISTER OF MEMBERS

The Council shall cause to be kept a Register in which shall record the full name, title, residential and business address of every member and of any changes made therein. Any change affecting the particulars of any member as entered in the said Register shall be notified in writing without delay to the Secretary who will acknowledge receipt of the same and make the necessary alteration in the said Register.

45. MINUTE BOOKS

The Secretary shall maintain one or more Minute Books in which shall be recorded the Minutes of the Council meetings and of General Meetings of members.

46. NOTICE BOARDS

(a) No one shall put up any Notice, written statement, poster, etc. in the Institute unless it bears the counter signature of the Secretary or with his permission and no one shall remove any such Notice, without the Secretary's Authorisation.

(b) A Notice posted on the Notice Board in the Institute shall be deemed to have been duly given to all members

47. DISPUTES

Any dispute which may arise whether relating to the proper classification of a member, or the rights, privileges, existence or discontinuation of any membership, or to monies due by a member to the Institute or lying to his credit, shall be referred to the Council and their decision shall be final.

48. REMOVAL OF PROPERTY

No member shall take away or permit to be taken away from the institute any article or property belonging to the Institute except with the permission of the President or one of the Vice-Presidents or the Secretary.

49. BY-LAWS

The Council shall have power from time to time to make such By-laws (not being inconsistent with these Rules) for the management of the Institute as they shall think proper and from time to time to amend or cancel any By-Laws for the time being In force.

50. CHANGE IN RULES

Save as otherwise expressly provided, these Rules shall not be altered or added to nor shall any Rule be rescinded except on the authority of a Special Resolution passed at an Extraordinary General meeting of the members of the Institute in due compliance with the provisions of the West Bengal Societies Registration Act, 1961 on that behalf.

51. INTERPRETATION OF RULES AND BY-LAWS

The Council shall be the sole authority for the interpretation of these Rules and of the By-Laws and regulations made there-under and the decision of the Council upon any question of interpretation or upon any matter affecting the Institute and not provided for by these Rules or by the By Laws and regulations made thereunder shall be final and binding on the members.

COUNCIL - DUTIES AND FUNCTIONS

52. COMPOSITION OF THE COUNCIL

(1) The Council shall be elected from Permanent Members and Life Members only and shall consist of a President, a Senior Vice President, a Junior Vice President a Treasurer and five Ordinary Members, to be elected at the Annual General Meeting.

The President, the Senior Vice-President, Junior Vice-President, the Treasurer and the five Ordinary Members of the Council shall retire at each Annual General Meeting but shall be eligible for re-election

(2) The Immediate Past President shall be ex-officio member of the Council so long as he is a Permanent or Life Member.

(3) The Secretary shall be an ex-officio member of the Council and his appointment shall be governed by Rule 67

(4) Members of the Council, excepting the Secretary if he is on a salary, shall act in an honorary capacity but nothing herein contained shall prevent the payment in good faith of any remuneration, honorarium or travelling allowance to any of them in return for any services actually rendered to the Institute.

53. ELECTION OF COUNCIL

(1) The Council as provided for under Rule 52 shall be elected by single ballot at the Annual General Meeting and shall continue to hold office till the next Annual General Meeting.

subject to the provisions contained in Rule 54.

(2) (a) A Permanent and/or Life Member eligible to attend and vote at the Annual General Meeting and willing to serve in the Council, if so elected, either as an ordinary member or in any of the posts specified in Rule 52, shall at least ten days before the holding of the Annual General Meeting indicate in writing to the Secretary his willingness to serve as an Ordinary Member or in any of the posts In the Council provided, however, one member shall he entitled to express his willingness to serve for not more than one post in the Council The

Secretary shall arrange to post the names of intending candidates on the Notice Board at least seven days prior to the Annual General Meeting.

(b) At the Annual General Meeting, the names of the intending candidates shall be duly proposed and seconded by and amongst Permanent/Life Members present and entitled to vote from the floor of the House. No eligible member shall be entitled to propose or second more than one candidate.

(3) Every single Permanent Member, Life Member and/or any one of the Married Couple Permanent Member and/or nominees of Corporate Members, who are eligible to attend and vote at the Annual General Meeting, shall vote personally and shall deposit the ballot in the ballot boxes, which shall be provided for such purpose at such meeting, for such length of time as the Chairman of such meeting, shall determine at the start of the meeting.

(4) At the start of the Annual General Meeting immediately preceding the commencement of the election process, the Chairman shall appoint such number of scrutinizers being not less than three in number from amongst the members present at the meeting for the purpose of initiating, conducting and concluding the election process in accordance with the valid voters list and other relevant documents prepared and maintained in the Institute. However, before the scrutinizers start the process of scrutiny, any of the members seeking election in any of the posts of the Council, may withdraw his candidature from such election. After completion of scrutiny, the process at election shall commence. After all the members present and eligible to vote have exercised their rights by ballots and deposited the same in the ballot box kept for such purpose at the meeting, the scrutinizer shall seal the said ballot boxes.

(5) For the purpose of counting and declaration of the result of such voting, the Chairman may adjourn the meeting till such time counting is completed

(6) The scrutinizers so appointed shall unseal the ballot boxes and start counting of the ballots and upon completion thereof, prepare the result of such election on the basis of the valid ballots cast, duly signed by the scrutinizers, after which the Chairman of the meeting shall proceed to declare the results of such election.

(7) If at the start of the Annual General Meeting no valid application has been filed and/or deposited In the Office of the Institute for any of the posts and/or requisite numbers of Ordinary Members in the Council, then in such event, the Chairman of the Annual General Meeting shall invite from amongst the members attending the meeting to offer their names as candidates in filling up such vacancies. Upon receipt of any such offer from any of the members present, the name of such member and/or members an being duly proposed and seconded by amongst the members present at the meeting be inserted in the ballot, as if such members and/or members deemed to have applied to serve in accordance with the provisions contained under Rule 53(2) of the rules of this Institute,

NOTE: In the event of a contested election every Permanent Member, Life Member and/or nominees of Corporate Members shall have one vote each for as many seats as there are to be filled.

54. REMOVAL OF COUNCIL OR A MEMBER THEREOF

The Council or a Member thereof can only be removed from office on a motion of 'No Confidence' brought on a requisition signed by at least One Hundred Permanent and/or Life Members who are eligible to attend and vote and passed at an Extraordinary General Meeting as an Extraordinary Resolution in terms of Rule 81 For the requisition to be valid, it must contain detailed and precise reasons for the motion of 'No Confidence'.

In the event of a vote of 'No Confidence' being passed against the Council, the Council shall be dissolved and a new Council elected as laid down in Rule 53 at the same Extraordinary General Meeting. If the vote of 'No Confidence' passed is against a particular member of the Council, such member shall cease to hold office and the vacancy thus caused shall be filled by election at the Extraordinary General Meeting at which the said Resolution was passed.

55. FILLING OF VACANCY ON COUNCIL

(1) Any permanent vacancy in the Council, other than in the office of the President and Senior Vice-President during in the interval between two Annual General Meetings may be filled by the President appointing a Permanent or Life Member subject to the confirmation of the Council.

(2) Any casual vacancy in the Council may be filled by the President appointing a Gentleman Permanent or Life Member for a stated period subject to the confirmation of the Council.

(3) If the office of the President shall fall vacant between two Annual General Meetings, his place shall be filled by the Senior Vice-President and If the latter vacates office or on his promotion, the Junior Vice-President shall assume the office of Senior Vice-President.

56. NON-ATTENDANCE AT COUNCIL MEETINGS

(1) The non-attendance of any member of the Council from three consecutive meetings, unless such absence shall have been caused by illness or other unavoidable circumstance, shall subject such member to removal from the Council at their discretion

57. HOLDING OF COUNCIL MEETINGS

The Council shall meet together as far as possible at least once a month of the despatch of business of which due notice shall be given by the Secretary, adjourn or otherwise regulate their meetings and proceedings as they think fit; such meetings shall be carried monthly meeting. All other meetings shall be called special meetings and may be convened at the discretion of the Provident who is also empowered to hold such meetings by means of circulation and to have the proceedings ratified at the next Council meeting.

58. NOTICE OF COUNCIL MEETINGS

All notices of such meetings shall contain an Agenda of the business to be transacted and may be served personally, by telephone or by sending it through the post to their registered addresses at least 48 hours before the holding of the meeting except in cases of urgency where a shorter notice may be given. It shall not be necessary to give notice of meetings to any Member of the Council who is not for the time being resident in Kolkata.

59. QUORUM AT COUNCIL MEETINGS

The Council may determine the quorum necessary for the transaction of their business and unless otherwise determined four members present shall form a quorum.

60. VOTING AT COUNCIL MEETINGS

(1) Every question at any meeting of the Council save as otherwise expressly provided shall be decided by a majority of votes given personally and in the case of an equality of votes the Chairman shall have a second or casting vote.

(2) Excepting the Chairman as aforesaid, every Member of the Council shall be entitled to one vote only, provided, however, he shall not be privileged to exercise such vote unless all dues by him to the Institute have been paid.

61. CHAIRMAN OF COUNCIL MEETINGS

The President or in his absence, the Senior Vice-President or, in the event of the latter's absence also, the Junior Vice-President, shall take the Chair at all meetings of the Council; and, if at any meeting not one of them is present within ten minutes of the time appointed for holding the same, the Members present shall choose one of their members to be Chairman of the meeting.

62. VALIDITY OF PROCEEDINGS AT COUNCIL MEETING

(1) All acts done by any meeting of the Council or by any person acting as a Member of the Council shall, notwithstanding that it shall afterwards be discovered that there were some defects in the appointment of any Member of the Council or such person as aforesaid or that any Member of the Council was disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Member of the Council.

(2) The Council may act notwithstanding any vacancy in their body so that their number be not reduced below four residents in Kolkata.

63. MINUTES OF COUNCIL MEETINGS

The Secretary shall record the minutes of the Proceedings of all Council Meetings in a Minute Book which shall be signed by the Chairman of the Meeting after it has been approved by him, and shall be read, or taken as read if previously circulated, and confirmed at the next following meeting

64. PRESIDENT

It shall be the duty of the President to see to the general administration of the Institute, to preside at all meetings of the Council and of the members of the institute, and to pass the Agenda of Business for all meetings before circulation. He shall be an ex-office member of all sub-committees and shall have the right to take the Chair, if present, at any meeting thereof, should he desire to do so.

65. VICE-PRESIDENT

The Vice-Presidents shall assist the President in the General administration of the affairs of the Institute and preside in the order of seniority at such meetings at which the President is not present. Should the President be unable to attend to his duties by reason of his absence

from Kolkata or by sickness or any other cause howsoever, then the Senior Vice-President or, in the latter's absence, the Junior Vice-President shall act for and perform the duties of the President.

66. TREASURER

The Treasurer shall be a Permanent Member or Life Member of the Institute and shall be elected at the Annual General Meeting each year. A retiring Treasurer shall be eligible for reelection. The Treasurer shall sign and endorse all cheques, securities, loans, documents connected with the investments of the Institute, Promissory Notes, Stock Certificates and other Negotiable instruments and generally shall perform all such duties as are incidental to his office. The Management and safe custody of the finance, the investment of the funds of the institute and the purchase and sale of all such investments, securities, Promissory Notes, Stock Certificates or other Negotiable Instruments shall be vested in the Treasurer subject to the control and direction of the Council.

67. SECRETARY

(1) The Secretary shall be appointed, and be removable, by the Council. He or she may be appointed at a remuneration or in an honorary capacity. In the latter case he or she shall be Permanent Member or a Life Member of the Institute and entitled to vote at Council meetings but he or she shall not be privileged in exercise such vote in connection with any resolution in any manner concerning his or her own office.

The secretary shall take charge of all books and accounts, furniture & fittings, stores, provisions, stock of liquor, food stuffs and refreshments and other movable or immovable property belonging to the Institute. He shall work under the direct control of the President, see to the observance by members of the Rules and By-Laws of the institute, issue all notices concerning the Institute's business, Convene and attend Council and General Meetings. record the Minutes thereof and carry out the directions contained therein, open all letters & correspondence addressed to the Institute, receive all moneys and give a proper receipt therefor, buy goods, place orders and pay all bills under the directions of the Treasurer, attend to rentals under the supervision of the Chairman of the Social and Entertainment Sub-Committee, sign all documents and letters and supervise all work connected with the business of the institute, control and manage the staff, fix their duties and if necessary suspend any or all of them under the directions of the President, and prepare the Annual Accounts & Reports. He shall sign and affirm plaints, Written Statements. Affidavits, and all other documents in suits connected with the institute and shall take steps to engage Council. Pleaders, Solicitors or other legal Practitioners for the prosecution and defense of such suits and generally shall perform all such duties as are incidental to his office.

The Secretary shall also be the Licensee under the West Bengal Excise (Club Licensing) Rules, 1949.

(2) ASSISTANT SECRETARY: The Council may appoint one or more Assistant Secretaries who shall perform such portion of the above duties as may be entrusted to him.

68. AUDITORS

Auditors shall be appointed annually at the Annual General Meeting and their remuneration to be fixed. They shall audit the accounts of the Institute.

The Auditors of the Institute shall have the right of access at all times to the Books and Accounts & Vouchers of the Institute and shall be entitled to require of the Secretary such information and explanation as may be necessary for the due performance of the duties of the Auditors. A retiring Auditor shall be eligible for re-election.

Members desirous of nominating Auditors other than the present Auditors shall send in their nomination in writing signed by at least ten Permanent and/or Life Members who are eligible to attend and vote so as to reach the Secretary at least three days before the date of the Annual General Meeting. A letter signed by the Auditors concerned consenting to such nomination and specifying the remuneration he is prepared to accept will be delivered to the Secretary at the same time, without which the nomination shall not be valid.

FINANCIAL

69. ACCOUNTS

(1) The Council shall cause true accounts to be kept of the moneys received and expended by the Institute and the matters in respect of which such receipt and expenditure takes place, and of the assets, credits, and liabilities of the Institute.

(2) The Accounts shall be closed on the thirty-first day of March each year, and a Balance Sheet containing a summary of the property, assets & liabilities of the Institute and the Profit and Loss Account as on that day shall be made out.

(3) The Accounts shall be examined and the correctness of the Balance Sheet and Profit & Loss Account ascertained by the Auditors of the Institute.

70. REALISATION OF INCOME

The Secretary shall take all possible measures to ensure that all sums due and payable to the Institute are fully and promptly realized. At the monthly meetings of the Council, he shall report any failure or delays in payment that may take place.

71. BANKERS AND BANKING FUND

All moneys and securities belonging to the Institute shall be held by one or more duly recognised exchange or clearing banks to be appointed, and be removable, by the Council at their absolute discretion.

GENERAL MEETINGS

72. ANNUAL REPORT AND ACCOUNTS

An Annual Report of the working of the Institute and the Audited Accounts shall be prepared and circulated for the information of members at least twenty-one days prior to the Annual General Meeting.

73. ANNUAL GENERAL MEETINGS

Annual General Meetings of the Institute shall be held at least once in every calendar year at such time, not being more than fifteen months after the holding of the last preceding Annual General Meeting, and at such place as may be determined by the Council, Unless otherwise determined by the Council, the Annual General Meeting of the Institute shall be held not later than 15th September each year or such date as may be fixed by the Council.

74. GENERAL MEETINGS

The Annual General Meetings referred to in the last preceding Rules shall be called Ordinary General Meetings; all other Meetings of the Institute shall be called Extraordinary General Meetings.

75. AGENDA OF ANNUAL GENERAL MEETINGS

The business of an Annual General Meeting shall be to receive and adopt the Councils Report, to receive and pass the audited accounts for the preceding financial year which shall be held to run from the 1st day of April to the 31st day of March, to elect for the ensuing year the President, the Senior Vice-President, the Junior Vice-President, the Treasurer and five other Members of the Council as laid down in Rule 53, and the Auditors and to fix their remuneration, and to transact any other business which may be competent for the meeting to transact at an Ordinary General Meeting.

76. NOTICE FOR ORDINARY GENERAL MEETING

Not less than twenty one days notice shall be given to both Permanent Members, Life Members and/or nominees of Corporate Members specifying the place, date and hour of the Ordinary General Meeting together with a statement of the business to be transacted at such meeting, and with the consent in writing of all Permanent Members, Life Members and/or nominees of Corporate Members, a meeting may be convened by a shorter notice and in such manner as they may think fit.

77. POWER TO CALL GENERAL MEETINGS

The President may, whenever an occasion so arises, or shall on a requisition made in writing by not less than One Hundred Permanent Members and/or Life Members who are eligible to attend and vote call an Extraordinary General Meeting.

78. REQUISITION MEETING

The requisition must state detailed and precise reasons of the objects of the meeting and must be signed by the requisitionists and deposited with the Secretary.

79. HOLDING OF REQUISITION MEETING

Within twenty one days from the date of the requisition so deposited the Council shall direct the Secretary to issue the notice convening the Extraordinary General Meeting and such a notice shall state the date, hour and place as the Council may consider convenient and the nature of the special business to be transacted. If the Council fail to call a meeting within twenty one days after receipt of the requisition, the requisitionists, or a majority of them, shall call a meeting. In either case any meeting so called shall be held within three months from the date of the deposit of the requisition.

80. AGENDA OF EXTRAORDINARY GENERAL MEETINGS

At Extraordinary General Meetings, the only business of which notice has been given, or such questions as shall arise thereon, shall be determined.

81. EXTRAORDINARY AND SPECIAL RESOLUTION

A resolution shall be an Extraordinary or Special Resolution when it has been passed by not less than three-fourths of such members entitled to vote as are present personally at a General Meeting of which not less than twenty one days notice specifying the intention to propose the resolution as an extraordinary or Special resolution has been duly given to all Permanent Members and Life Members, and/or Corporate Members.

82. RIGHT OF ATTENDANCE AND VOTING

Only Permanent Members, Life Members and/or nominees of Corporate Members shall be entitled to be present at the General Meetings of the Institute and to vote subject to the provisions of Rule 83.

83. VOTES

At General Meetings, every Permanent Member, Life Member and/or nominees of Corporate Members shall have one vote which shall be given personally, but such member shall not be privileged to exercise such vote unless all subscriptions and monies due by him or her to the Institute have been paid.

84. QUORUM

(1) At any General Meeting twenty Permanent Members, Life Members and/or nominees of Corporate Members present in person and entitled to vote shall form a quorum.

(2) If within half an hour from the time appointed for the General Meeting a quorum of members is not present, the meeting, if convened upon the requisition of members shall be dissolved; in any other case it shall stand adjourned to the same day following week, at the same time and place; and if at such adjourned meeting a quorum of members is not present, the Permanent Members, Life Members and/or nominees of Corporate Members present thereof shall form a quorum.

85. CHAIRMAN OF GENERAL MEETING

The President, or in his absence the Vice-President in the order of seniority shall preside as Chairman at every General Meeting of the Institute and if at any Meeting one of them be not present within 10 minutes of the time appointed for holding the same, the members present shall choose one of their members to be Chairman of the Meeting.

86. ADJOURNED MEETING

The Chairman may, with the consent of any General Meeting, adjourn the same from time to time and place to place but no business shall be transacted at any adjourned meeting other than business left unfinished at the meeting from which the adjournment took Place.

87. VOTING AT GENERAL MEETING

All questions of General Meetings (save election of Council) may be decided by ballot or on a show of hands by a majority of the votes of the members present and voting, and a declaration by the Chairman that a resolution has been carried or lost, and an entry to that

effect in the Minute Book, shall be conclusive evidence of the fact without proof of the number or proportion of the votes.

88. CHAIRMAN'S CASTING VOTE

In the case of equality of votes, whether on a show of hands or ballot, the Chairman of the meeting shall be entitled to a second or casting vote.

89. NOTICE OF MEETINGS

(1) The accidental omission to give a notice or the non-receipt by any member of a notice convening any General, Extraordinary or Special Meeting shall not invalidate the proceedings of any such meeting or any resolution passed thereat. A notice may be given to any member personally, by posting it on the Notice Board, or by sending it by post to him to his registered address. When a notice is sent by post, service of the notice shall be deemed to have been effected by properly addressing, prepaying and posting a letter containing the notice and unless the contrary is proved, to have been effected at the time at which the letter would be delivered in the ordinary course of post.

(2) In the event however, of an Emergency situation arising due to strikes, riots, civil commotion or other cause, in addition to posting it on the Notice Board, a notice may be served upon all members by advertisements at least once in any local newspaper intimating the place, date and time of the meeting and directing members to collect the Agenda papers from the Institute.

90. STANDING SUB-COMMITTEES

At the first meeting of the Council following the Annual General Meeting, the under-mentioned standing Sub-Committees will be formed, The Council will have the power to add to these standing Sub-Committee as and when the occasion arises from time to time. It shall also be lawful for the Council to delegate to Standing Subcommittees the power to regulate all matters and things relating to Tournaments, Competitions, Games, Dances and other Entertainments, the admission at members and guests thereto, the fees (if any) payable by members and guests in respect of such admission, and the use by members or others of all or any part of the Institute and for such purposes to issue notice or otherwise generally to do all such acts and things as they may from time to time see fit. All such Sub-Committees will meet not less than once a month and maintain proper minutes of their Proceedings. The President will be an ex-officio member of all the Standing Sub-Committees.

1) ADMINISTRATION SUB-COMMITTEES

- (a) Finance
- (b) Legal
- (c) Staff and Establishment
- (d) Projects
- (e) Maintenance

These Sub-Committee will consist of the Senior Vice-President, the Junior Vice-President the Treasurer, and not more than four members co-opted by the Senior Vice-President of which at least one member should be from the Council. The Senior Vice-President will be the Chairman.

Its duties will be to recommend to the Council the grant of donations or subscriptions to such charitable or other Institutions defined under Sub-Rule 6 of Rule 4 and to deal with all matters concerning other finances, not connected with the ordinary finances of the Institute.

It will also recommend to the Council on all legal and establishment matters concerning staff or members in the safeguard of the prestige of the institute.

Its duties will also be to recommend to the Council on all matters pertaining to development and maintenance.

(2) SOCIAL, ENTERTAINMENT, CULTURAL AND LIBRARY SUB-COMMITTEES

- (a) Social & Entertainment
- (b) Bar, Refreshment & Kitchen
- (c) Lectures library and Reading Room
- (d) Cultural

These Sub-Committees will consist of one Vice-President as Chairmen and not more than five members co-opted by him, whether member of the Council or not, one of whom will be Member-in-Charge.

Its duties will be to control & regulate all social activities and entertainments, amenities, fix and vary from time to time the tariff rates, admission fees and other charges, advise on rationing, see to the procurement of wines, provisions and generally do things directed to the efficient management of these sections and for the proper observance of the By-laws made in this behalf and of the Rules at the Institute.

Its duties will also be to hold lectures for the diffusion of knowledge, catalogue all books, see to the observance of the Rules and By-Laws made in this behalf, and generally to do all things for the benefit of the members in the efficient maintenance of and upto date Library and Reading Room.

In keeping with the objectives of the Institute, its further duties will be ensuring cultural activities dramas, debates, quizzes, dance, to advance the welfare of the members or class of members and to foster a spirit of goodwill and sociability among the members.

(3) SPORTS COORDINATION SUB-COMMITTEE

- (a) Tennis
- (b) Swimming
- (c) Billiards
- (d) Badminton
- (e) Bridge
- (f) Table Tennis
- (g) Indoor and Outdoor Games
- (h) Gymnasium

This Sub-Committee will consist of one Vice- President, as Chairman and not more than ten members co-opted by him, whether members of the Council or not, one of whom will be the Member-in-Charge.

Its duties will be to control and regulate all sporting activities, run tournaments and games, fix admission charges and fees, to entertain exchanges of sporting contests between other clubs and/or institutions and to the efficient management control and conduct all matters and things relating to this section and generally to see to the proper observance of the By-Laws made in this behalf and of the Rules of the Institute.

GUESTS

91. (1) (a) Subject to any By-Laws which may be framed by the Council, members may bring guests to the institute but on every occasion they must enter the names of their guests in a Register especially maintained for the purpose or on tickets when admission is by that method.

(b) Every member introducing a guest will be responsible for the guest's conduct and compliance with the Rules & By-Laws of the Institute.

(c) The right of admission, however, is absolutely reserved to the Council, and the Council may also at any time and without assigning any reason require the withdrawal from the institute of any person admitted as a guest.

(d) The following persons shall not be introduced as guests: -

(i) one whose application for membership has been rejected

(ii) one whose name has been removed from the membership roll under Rules 27A, 31 and 32.

(iii) an undischarged insolvent.

(iv) anyone who is not considered desirable in the best interest of the institute.

(2) The same guest may not be introduced more often than thrice in a calendar month or such number of times as may be determined by the Council from time to time.

(3) Functions or occasions which carry an Admission Charge and Swimming and Tennis which have separate By-Laws, are excluded from the operation of this By-Law the observance of which will be the full responsibility of the member concerned.

(4) For the application of this Rule, it shall be lawful for the Members of the Council to act singly or jointly one with another and his decision in all cases shall be binding on the members and cannot be questioned in any manner whatsoever

(5) Any member being a party to any contravention committed or caused to be committed under this Rule shall subject himself to the penalties provided for under Rule 32.

92. Accidents. It is to be distinctly and expressly understood that members and their children and guests using the Institute and/ or participating In swimming, tennis, sports, games, entertainment or any other activities or amenities howsoever do so entirely at their own risk and responsibility and the Institute shall not hold itself liable for any accidents in which they may be involved or Injuries permanent or otherwise, they may sustain.

BY-LAWS

- 1) By the powers vested under the Rules and By-Laws of the Club the Council has the authority to ether, delete, suspend or waive the operation of any By-Law, or part thereof, at its discretion and add to the By-Laws from time to time.
- 2) Under Rule 25(b), unless otherwise determined, the Entrance Fee and Membership Subscription (including facility charges) which shall entitle the member to the use of the club, will be as follows:-

No	Category of Membership	Entrance Fee (Rs.)	Subscription (Including facility charges)
1	Married couple with children below 18 years	75,000	540 p.m.
2	Married person with children below 18 years wishing to join individual capacity	75,000	540 p.m.
3	Individual Gent/Lady above 21 years	75,000	420 p.m.
4	Conversion for Junior to Individual	45,000	420 p.m.
5	Conversion Individual to Married Couple/Person with children below 21 years	15,000	540 p.m.
6	Conversion Married to Individual status	20,000	420 p.m.
7	Conversion to Junior member between 21 – 25 years	25,000	210 p.m.
8	Temporary Couple/Individual with children (Security Deposit + Monthly fee)	5,000	3,000 p.m.
9	Temporary Individual Gent/Lady/Junior (Refundable Security Deposit + Monthly fee)	5,000	3,000 p.m.
10	Absentee fee for 1 & 2 above	-	480 p.m.
11	Absentee fee for 3 above	-	330 p.m.
11	Absentee fee for 5 above	-	480 p.m.
12	Absentee fee for 7 above		120 p.m.
13	Corporate Members Two nominees for 3 years	4,00,000	As applicable
14	Life Members		

- 3) The names of the members of all Sub-Committees shall be posted on the Notice Board.
- 4) All timings given in these By-Laws will be strictly adhered to. The Council reserves the right to change these timings. Except for specified occasions and circumstances the staff will not be requested to remain beyond scheduled hours nor will the Club or any part of it be kept Open beyond the timings.
- 5) The charges for various facilities may be changed from time to time at the sole discretion of the Council.
- 6) Business Meetings/Seminars/Conferences and/or Members Parties may be held in the specified space booked for the purpose, the cost of which may change from time to time, at the sole discretion of the Council
- 7) Any member having any suggestions or complaints should enter the same in the books kept for the purpose.
- 8) No member shall, save as provided in the Library By-Laws, take away from the Club, books, magazines or papers and shall not tear out any page or part of a page from any books, magazines or paper. The member shall be liable to pay a sum equal to the value of the book, magazine or paper removed or damaged.
- 9) Members shall be liable to pay the full cost of replacement or repair of any articles of the Club property, lost, broken or damaged by them or their guests.
- 10) Every member shall conduct himself in a manner befitting the discipline and dignity of the Club.
- 11) Any Member committing any of the following acts, will be deemed to be guilty of misconduct for which appropriate action as provided in the Rules of the Club may be taken.
 - a) Threatening members or staff
 - b) Using indecent or abusive language to members or staff.
 - c) Indecent or indecorous behavior within the Club premises.
 - d) Drunken or disorderly conduct.
 - e) Unauthorized removal of the Club Properties.
 - f) Any other conduct which, in the opinion of the Council is likely to cause annoyance to members, interrupt the harmony of the Club or affect the character or endanger the stability of the Club.
- 12 a) The Club shall ordinarily be open between 6.00 a.m. to 10.00 a.m. and 12.30 p.m. to 11.00 p.m. on weekdays; 6.00 a.m. to 11 p.m. on Saturdays, Sundays and holidays and from 3.30 p.m. to 11.00 p.m. on Mondays.

b) The Club office shall remain open from Tuesday to Saturday between 10.30 a.m. and 5.00 p.m. The lunch break will be between 1.30 p.m. 2.00 p.m. On Sundays the office will remain open from 10.30 a.m. to 1.00 p.m. The Office will remain closed fully on Mondays

13. Owner driven vehicles parked in the Clubs Car Park must have the Dalhousie Institute car sticker prominently displayed/affixed in the car. Chauffeur driven cars will not be permitted to park inside the Club's car parking area

14. Dress Regulations: -

a) Round Neck T-Shirts, Singlets, Track Suits. Shorts, Slippers Chappals and Sandals without back straps will not be permitted In the following areas: -

(i) Main Bar and Lounge

(ii) Family@ DI

(iii) Dining @ DI

(iv) Library @ DI

(v) Zach's Lounge

(vi) Cowper's Calcutta

b) Singlets and rubber/bathroom slippers will not be allowed in any area of the Club. Open chappals may be allowed with dhoti and kurta, or aligarh pyjama with kurta.

c) Elsewhere, sports gear and casual dress is permitted.

d) Members and their Guests are expected not to remove their shoes, sandals or chappals and sit barefoot anywhere in the Club, except in the Swimming Pool, when wearing swimming costumes.

16. Any questions as to the interpretations or administration of the By-Laws shall be decided by the Council whose decision shall be final.

BADMINTON

a) Badminton may be played from Tuesday to Sunday between 6.00 a.m. to 9 a.m. and 4.00 p.m. to 9.00 p.m. Monday will be fully closed.

b) Dependent members can play only between 4.00 p.m. to 6.30 p.m.

c) For members there will be no charge, however the Council reserves the right to fix the Court charges as and when it deems fit. Charges as are approved and notified by the council from time to time, will be applicable.

d) No guests are allowed.

e) The Council may reserve the Hall for any other purpose.

f) The Institute will not provide shuttlecocks for daily use. Only for Club teams official practice for tournaments will shuttlecocks be provided.

g) The rules of play shall be those governed by the All India Badminton Association.

SNOOKER/BILLIARDS

Snooker/Billiards may be played: -

Wednesdays to Mondays : 10.30 a.m. to 10.00 p.m.
and Holidays

Tuesdays: Fully closed

Children below 14 years are not allowed to play between 5 p.m. to 10.00 p.m.

a) Dependent children may not book on Sundays and holidays. They may play during the normal hours on weekdays, if the table is vacant and when the Marker is present.

b) No guest may use the billiard table unless accompanied by a member.

c) The table charge for all games shall be Rs.10/- per person for a period of 30 minutes or part thereof. In addition, the normal guest charge per guest will prevail

d) At the commencement of every game, 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 hall hour.

e) Beginners are allowed to play only with the marker at the table earmarked for such a purpose. The Billiards Sub-Committee will be the deciding authority whether or not a person is a beginner.

f) A member or his guest damaging the Billiard Tablecloth shall be charged such sum as the Committee may consider fair.

CARDS

a) Card games may be played in the Card Room only.

b) The Card room will be open and the air conditioners will be switched on as per following:-

Tuesdays to Fridays from 2.00 p.m. to 10.00 pm.

Saturdays, Sundays from 12.00 Noon to 10.00 p.m.
& Holidays

Mondays from 3.00 p.m. to 10.00 p.m.

The Card Room will be closed on days the Institute is declared by the Council to be closed or on days of official function.

- c) The charge per player for playing cards may be decided from time to time by the Council.
- d) Children and ayahs will not be allowed inside the Card Room, Lunch or Dinner will not be served inside the Card Room. However snacks, drinks and beverages may be consumed.

Smoking is strictly prohibited inside the Card Room

Members are requested to maintain decorum by speaking softly and keeping the Card Room clean

- e) The International laws of Contract Bridge as agreed upon and promulgated by the Portland Club, the European Bridge League and the American contract Bridge League shall be observed in the Club.

HEALTH CLUB

- a) The timings of the Health Club will be: -

Wednesdays to Mondays
6.00 a.m. to 8.30 a.m. Ladies & Gents
8.30 a.m. to 9.30 a.m. Ladies only
5 p.m. to 6 p.m. Ladies only
6 p.m. to 9 p.m. Ladies & Gents

Tuesdays Fully Closed

The Health Club will be closed on days the Institute is declared by the Council to be closed or on days of official function.

- b) The Institute is not liable for any accidental injury, sprain, death or any consequence arising thereof from members and their families using the Health Club.
- c) Members are advised not to leave their belongings such as undergarments, shoes, personal towels, 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 14 years are not allowed to use the Health Club. Children above the age of 14, may use the equipment in consultation with the attendant.
- e) No Guests are allowed.
- f) No shoes except clean gym shoes are allowed inside the Health Club

- g) Although all equipment in the Health Club are maintained by the original equipment suppliers and are calibrated regularly for efficient use, members using this equipment do so at their own risk.
- h) Members unaware of the usage of equipment should seek the guidance of the attendants to avoid accidents.
- i) Any damage to the equipment while in use by members should be immediately brought to the notice of the attendants so that the defect can be repaired immediately.
- j) The charges for the use of the Health Club, if any, may be decided by the Council from time to time.

TENNIS

1. Constitution. The Tennis Sub Committee as constituted under Rule 90 Sub Rule (3) of the Rules of the institute is empowered to regulate and conduct all matters and things relating to Tennis.
2. Membership. Only members of the Institute shall be eligible to become members of the Tennis Section, and every Individual player shall constitute its membership and pay a separate subscription.

The minimum period of membership on joining or rejoining shall be six months.

Applications for membership shall be in writing addressed to the Member-in-Charge. Tennis Sub-Committee.

3. Subscription. Unless otherwise determined by the Council of the Institute, every member of the Tennis Section shall pay monthly in advance a Tennis subscription of Rs.70/- per head for daylight and Rs.80/- per head for floodlight subject to the minimum period of six months referred to in By-Law 2. The subscription shall commence from the month in which admission is notified to the Secretary of the Institute by the Member-in Charge. Tennis Sub-Committee and shall be payable for the full month.

4. Withdrawal. A member may withdraw from the Tennis Section by giving a calendar months notice in writing after the expiry of a minimum period of six months membership referred to By-Law 2 or paying a month's subscription in lieu thereof.

5. Playing Days. Ordinarily the courts will be open for general play from 1.30 p.m. on Saturdays, Sundays and Public Holidays and Wednesdays from 6 p.m. to 8 p.m. Games may also be played in the mornings or on any other day, but in every case an announcement will be made on the Notice Board. No tennis, however, shall be played on days the Institute is declared by the Council to be closed or on days of official function.

6. Reservation by Members

(a) Any member may reserve, subject to availability of any of the Courts on 'non playing days', except on days the Institute is closed, by previous arrangement with the Member-In

Charge, Tennis Sub-Committee or by entering their names at-least 72 hours in advance in the Tennis Court Reservation Book which is kept in the Institute Office.

b) A reservation fee of Rs.30/- per hour per Court during daylight and Rs.100/- per hour for floodlight Courts shall be payable before commencement of play.

c) The times during which the Courts may be reserved under this By-law will be between 7.00 a.m. and 9.00 a.m. and 2.00 p.m. and 5.30 p.m. and in the case of flood light Courts, between 6.00 p.m. and 8.00 p.m. or at such other time as may be fixed by the Sub-Committee. Reservations for floodlight Courts must, however, be done in person by a Tennis member and signed for in a Special Reservation Book maintained for this purpose. Reservations will only be permitted for a week in advance at a time. Unless otherwise determined by the Council, no night tennis will be played on days the Institute is closed and when there is a function.

d) A member will not be permitted to make a reservation for more than an hour's play, but if a Court is unreserved or vacant between the hours referred to in the preceding sub-rule he may play for another hour on payment in advance of the usual fee.

e) A reservation which has been made and not cancelled at least 24 hours before play will have to be paid for.

f) Tennis members reserving a Court may invite non tennis members to play, and where such invitees are not members of the Institute they will be treated as guests and will be governed by the provisions of Rule 91 of the Rules of the Institute.

g) Under this By-Law only tennis balls will be provided.

7. Reservation by Sub-Committee

The Tennis Sub-Committee

(a) May set aside special days as Guest Days and reserve a Court for the purpose on such terms and conditions as they may deem expedient, and

(b) May at their absolute discretion also reserve one or more Courts for the express purpose of matches, interclub games and open tournaments and with the sanction of the Council of the Institute present trophies and give awards and prizes.

8. Playing Guests. Tennis members may invite playing guests on playing days (By-law No.5) and shall pay a fee of Rs.30/- per session for each of such Guest before the commencement of play. A session shall end when daylight falls.

9. Tennis News. These will appear on the Notice Board.

10. Complaints. The Tennis Sub-committee shall consider as soon as practicable after its receipt any written complaint received from a Tennis member and shall communicate its decision to the member concerned. If the member is aggrieved at the decision, he may appeal

to the Council of the Institute and the decision of the Council shall be final and binding on the member.

11. Minute Book. The Minute Book referred to under Rule 90 of the rules of the Institute shall be open for the inspection of the members of the Council and shall be laid on the table at each meeting of the Council of the Institute.

SWIMMING POOL

OBJECT

1. The Swimming Pool is intended primarily for the use of members and their children who have not attained the age of 18 years.
2. The swimming Pool will remain open daily for mixed bathing from 6.00 a.m. to 10.00 p.m. for members and their guests. Mondays the pool will remain closed.
3. (a) The Swimming Pool will be closed for cleaning on any day set aside for that purpose.
(b) No swimming will be permitted on days the Institute is declared by the Council to be closed, or on days of official function.

GUEST CHARGES

- | | |
|-----------------------------------|---|
| 4. Tuesdays to Fridays : | Below 10 years - Rs.40/-
Above 10 years - Rs.80/-- |
| Saturdays, Sundays, :
Holidays | Below 10 years - Rs.60/-
Above 10 years - Rs.125/- |

CHILDREN

5. Children under the age of 18 years will be permitted to use the Swimming Pool or remain in the vicinity of the Pool between 6.00 a.m. to 9.00 p.m. only provided they are accompanied by their parents or guardian members.
6. On the occasions of Galas, Competitions. Exhibitions etc, children under the age of 18 years may be permitted by a special notification issued on this behalf to remain on with their parents or guardian members beyond 9.00 p.m.

SHOWERS

7. All bathers must use the shower Bath and Foot bath before entering the Swimming Pool.

DRESS

8. All bathers must wear only such bathing costumes as are in generally accepted use. Bathing caps must be worn by persons with long hair irrespective of age or sex without exception gathers are not allowed to move outside the Swimming Pool area whilst wearing bathing attire.

PLANT HOUSE, MACHINERY ETC.

9. No member may enter the Pump House or Filtration Plant without permission. It is strictly forbidden to interfere with any of the machinery pumps or appliances, etc.

DIVING STAGES

10. Only one person at a time may use, or be on, any one springboard. Diving is permitted only from the diving boards erected for this purpose. Any misuse of these or any other structures in the Swimming Pool by a member or his guest will render the member concerned liable to suspension or expulsion.

Children are strictly forbidden to play on the diving stages or on the ladders leading to them.

AYAHS & NANNIES

11. Ayahs or Nannies will not be permitted in the vicinity of the Pool.

WATER POLO, ETC.

12. Water Polo and other ball games are only permitted at such times as fixed by the Sub-Committee and duly posted on the Notice Board.

HEALTH PRECAUTIONS

13. Members and their guests may not use the Swimming Pool if suffering from skin diseases (including severe cases of Prickly Heat or other infectious diseases).

BABIES

14. Babies under eighteen months must not be taken into the Pool and not even the paddling Pool.

CHILDREN IN LADIES DRESSING ROOM

15. After attaining the age of five years boys may not use the Ladies Dressing room.

CLUB LIABILITY

16. The Club does not accept any liability for any infection, injury, hurt, death, drowning, and any other consequences, or for the safety of members or their children whilst using the Pool. Members and all persons using the Pool do so entirely at their own risk and the Institute will not accept any responsibility for any loss, injury or damage of any description.

MEMBERS' PROPERTY

17. The Institute accepts no responsibility for the safety of the property of members or of their guests. Clothing left in the Dressing Rooms is entirely at the owners risk and members are advised under no circumstances to leave money or valuables there. Members depositing articles with the Steward do so at their own risk.

LOST PROPERTY

18. Members' property found on the premises and not claimed by the owner will be retained for one year after which it will be disposed of and the proceeds, if any, credited to the Institute Funds. Lists of property found will be exhibited on the Notice Board from time to time.

TOWELS

19. Members will bring their own towels. No towel belonging to the Institute may be used by members using the Swimming Pool.

PRECAUTION

20. The institute expects every member and user to keep the Swimming Pool clean and free from all infection.

GUESTS

21. The charges for guests of either sex will be as determined and notified by the Council, and payable in cash.

SMOKING

22. Smoking whilst in the water is strictly prohibited and members and guests are requested to use the ashtrays for depositing their cigarette butts and observe care in seeing that cigarette ends do not go into the Pool.

REFRESHMENTS

23. Users of the Swimming Pool are not permitted to consume any form of refreshment whatsoever In the Pool.

COMPLAINTS AND SUGGESTIONS

24. A book in which members may enter any complaints or suggestions shall be kept in the Steward's office and may not be removed therefrom. All entries must bear the signature and Roll No of the members.

INFLATED RAFTS, ETC.

25. With the exception of inflated training rings, inflated rafts, lilos toys etc., are not to be used at any time in the Pool. Mechanical toys and others likely to cause bodily harm are also not permitted.

ALTERATION OF HOURS

26. The swimming Pool Sub-Committee may alter the hours of swimming upon any special occasion and shall close the Pool completely or partially for maintenance, repairs, etc. or reserve the same for sports, games and other purposes on such days and at such times as they may consider expedient,

LIBRARY & READING ROOM

1. The Library will be open to all members for the exchange of books on the days and times mentioned below, but members may use it as a reading room during the hours the Institute is open except when there is a function.

Library Hours

Weekdays : 3: 00 p.m. to 9:00 p.m.
Saturdays : 3: 00 p.m. to 9:00 p.m.
Sundays & Public Holidays : 3: 00 p.m. to 9:00 p.m..

The Library will, however, be entirely closed on Tuesdays and on such other days as may be notified on the Notice Board.

2. There is no charge for the use of the Library but no member will be entitled to take out or have in his or her possession at any one time more than two books. Books of reference, newspapers, magazines and periodicals, however, are not to be removed from the Library.
3. It shall be the duty of members to see that all books taken out or returned by them are entered in the appropriate column of the Cards kept for the purpose.
4. No books may be retained for more than 14 days unless an extension of time has been obtained from the Member-in Charge. Library and Reading Room.
5. If a book is not returned within the time provided under the preceding By-Law, or is returned in a damaged condition, the member concerned will not be permitted the further use of the Library until such time he or she replaces the book in question or pays a sum equivalent to its replacement value, to be assessed by the Member-in-Charge. A charge under this By-Law shall be a debt due to the Institute.
6. Complaints and suggestions by members shall be in writing addressed to the Member-in-Charge, Library and Reading Room, and will be considered by the Sub-Committee at its next meeting following their receipt.

The Minute Book referred to under Rule 90 of the Rules of the Institute shall be open for the inspection of the Members of the Council and laid on the table, together with any recommendation, at the monthly meetings of the Council of the Institute.

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