

THE KASALI CLUB LIMITED

BYE LAWS

General

1. These Bye Laws are notified under the provisions of Article 50 of the Memorandum and Articles of Association of the Kasauli Club Ltd, Kasauli.
2. These shall supercede all earlier Bye Laws as amended from time to time . These Bye Laws are to be read in conjunction with the Memorandum & Articles of Association of the Kasauli Club Ltd .

Governing Body

3. Under the provisions of Article 48 of Memorandum and Articles of Association , the Executive Committee shall be Governing Body of the Kasauli Club Ltd. On all matters pertaining to general administration of the Club, the decision of the Executive Committee shall be final except where specifically stated in the Memorandum and Articles of Association or the Bye Laws of the Club .
4. In matters pertaining to redress of grievances of any member , the decision of the General Body of the House shall be final and binding . Article 82 refer.
5. The Executive Committee shall nominate duties either to sub Committees or to individual members of the Committee. It may also Co – opt any member of the Club as part of the any special sub committee.(refer to Articles 54)

Timings:

6. Club shall be remaining functional all the seven days in a week. However the Secretary shall arrange one day off per week by rotation to each employee or any other staff engaged by the Club. Duties hours and duties days will be staggered under arrangement of the Secretary in such a way that it does not affect the smooth functioning of the Club .
7. The Club timing shall be as under :
 - (a) **Winters .** 11.00 A.M. to 10.00 P.M.
 - (b) **Summer.** 10.00 A.M. to 11.00 P.M.
8. Timing for various facilities of the Club shall be displayed on the Notice board of the Club .
9. The Chairman/ Secretary shall have the discretion to allow the Club to function beyond the laid down timings, as may be necessary on certain occasions.

Service Conditions for the Staff.

10. As per the SOP on the subject matter.

Dealing with Employees / Staff of the Club .

11. No members shall abuse or admonish any employee or staff member of the Club. Complaints if any shall be brought to the notice of the Secretary for further action deemed appropriate/ necessary. Serious cases of indiscipline or any misdemeanor on the part of any employee shall be brought to the notice of Executive Committee for their decision.

12. No employees or staff of the Club shall be given any gifts (In cash or kind) . Any member who wishes to give gratuity or any cash reward should pay it through the Club by crediting the amount to the common Gratuity Fund/Tip Box kept at the reception counter. Amount so realized shall be distributed to the staff by the secretary.

13. Members are requested not to indulge in giving direct tips/gifts to Club employees in the interest of better service to all members of the Club.

14. All employees or staffs of the Club are forbidden to accept any tips / gifts in kind. any employee indulging in such practice shall render himself liable for dismissal from service. Any amounts received should be deposited in the Common fund.

Maintenance of Complaint Register/Suggestion Book.

15. Any complaint or suggestion may be brought to the notice of Executive Committee through the complaint register / suggestion book. At each meeting of the Executive Committee the Secretary shall apprise the Executive Committee about all the entries made by any member in such a Register since the last meeting of the Executive Committee.

Club Property

16. No items of property of the Club shall be borrowed for private/ personal use outside the club premises.

17. If any member (or his guest or dependent ,) breaks any item of Club property he shall be liable to pay for the full value of the set plus transportation charges for procuring the item . In case the damage is intentional, then in addition to paying the above said charges, the member shall render himself liable to disciplinary action or penalty as deemed appropriate by the Committee.

Notice Board

18. A notice shall be displayed on the Notice Board only after approval by the Chairman/Secretary.

Club Identity Card

19. All members and dependents shall be required to obtain the Club identify card (smart card) and produce it for verification wherever asked by receptionist, club office staff or while signing the members register or signing credit memo/chits.

Pre-fix Alphabet/Letter for various categories of membership Nos.

19A. Membership Nos. for various categories of members will be pre-fixed by the following letters/alphabets:-

- | | |
|--|-----|
| (a) Permanent Member. | - P |
| (b) Life Member | - M |
| (c) Temporary Member | - T |
| (d) Distinguished Persons -Honorary Member | - H |
| (e) Senior Citizen - Honorary Member | - S |
| (f) Spouse Member | - L |
| (g) Corporate Member | - C |
| (h) NRI Member | - N |
| (i) Green Card Holder | - G |

Smart Card

20. All transactions will be through smart cards since Club billing system is fully automated. Therefore it is obligatory on the part of the members to possess a Smart card in order to avail the facilities of the Club. Members are requested to carry their card as and when they visit the Club.

21. Members shall not insist for service without their Smart cards.

THE KASAULI CLUB LTD : DRESS CODE

All members and their guests visiting the Club are requested to strictly follow the following dress code:

1. Formal Dress for Gents
 - (a) Lounge Suit / Safari Suit / Combination / Blazer / Nehru Jacket.
 - (b) Shirts tucked in with trousers.
 - (c) Turban for Sikh Gentlemen.
 - (d) Leather Shoes with Socks.

2. National Dress.
 - (a) Kurta with collars and buttoned down cuffs, Churidar pyjamas with Waist coat / Achkan / Jacket.
 - (b) Leather Shoes with Socks (No Sandals / Chappals).

3. Informal Dress for Gents.
 - (a) Shirts / T-Shirt with collars and tucked in with trousers / jeans.
 - (b) Shoes with Socks. (No Sports Shoes)
 - (c) Turban for Sikh gentlemen/Patkas for school going children.

4. Dress Code for Ladies.
 - (a) Formal. Sarees / Suits / Formal trousers and Coat.
 - (b) Informal. Ladies are requested to adhere to a decent dress wear.

5. Dress items NOT allowed inside the Club premises.
 - (a) Shirt / T-Shirts without collars or with Chinese collars.
 - (b) Tracksuits / Jogging / Bermuda Shorts & Sports Shoes.
 - (c) Mini Skirts / Shorts for ladies.
 - (d) Slippers / Chappals and Sandals.
 - (e) Patkas for Sikh gentlemen.
 - (f) Shoes without Socks.

6. Any individual who is found to be violating the Dress Code shall not be permitted to enter the Club premises. Leather Shoes for changing and T shirts with collars for purchase are available at the Reception.

Note :- Appropriate sports wear both for ladies and gents is permitted in the outdoor / indoor Sports area, front Court yard and Wash rooms till 8 PM only.

Guests:

23. Following rules shall be observed for introducing guests:

(a) Individuals who are unlikely to meet the criteria for becoming members of the club as per **Article 5** of the club shall not be introduced as guests by any member.

(b) Introducing members will ensure proper dress code of their guests.

(c) Introducing member shall be responsible for entering the names and address of the guests with his own name in the Guest register /Visitors Book kept with the reception / Assistant Secretary. Any member who fails to introduce a guest by not making an entry in the guest register is liable to a penalty.

(d) A guest will be allowed entry to the club only when accompanied by the member introducing that guest. The entry of outstation guest will be restricted to a maximum of seven days in any calendar month.

(e) Kasauli resident can not be introduced as guests in the month of June.

(f) Members introducing guests of age 12 years or above for entry to Club will be charged entry fee.

Accounts:

24. **Closing of Accounts.** Club accounts will be kept up to date at all times. Accounts for the preceding month will be closed by 10th of the (next) month.

25. **Audit by C.A.:** Accounts for a financial year will be got audited from the Chartered Accountant within sixty days of the end of financial year.

26. **Details of Accounts for AGM** : While issuing notice for convening of Annual General Body meeting details of accounts will be prepared to include audited accounts for financial year ending 31st March . The un-audited accounts/ cash flow for the period 1st April up to end of month preceding the month in which the notice for the AGM is issued, will be made available for scrutiny by the members at the AGM.

27. **Encashment of Cheque:** Cheques will be deposited in Club account only. Bank charges so levied will be debited from member's account.

28. **Mode of payment:** The Secretary may not give any cash as advance to any member or employee / staff except for making purchase for the Club. All payments will normally be cleared by an account payee cheque. In case of cash transaction above Rs 10,000/-, details will be put up to the Executive Committee.

29. **Operating of Bank Account/FDs :**

(a) **Joint Operation of Accounts** : All accounts of Club including fixed deposits etc shall be operated jointly, by the Secretary and the Chairman . If the Chairman or Secretary is required to be away from Kasauli for official duty or leave or any other reason, which entails his absence for more than seven days, in that case the bank account of the Club may be jointly operated by the Chairman and the Vice Chairman or by the Secretary and the Vice Chairman for that specified period of absence of the Chairman or the Secretary (as applicable)

(b) **Investments.** All available funds will be invested with due care. Executive Committee will over –see this aspect with full deliberation.

30. **Insurance of Club Premises and Property :** The Secretary will ensure that the Club premises and property are kept insured against fire , theft and damage due to natural calamities (earthquake, storm etc) for its full value and that the insurance is renewed in time . The Insurance proposal including its renewal will be placed before the Executive Committee for their perusal, before and after the insurance is effected to cross check against any mistakes /omissions after due scrutiny by Finance Sub Committee.

31. **Payments by members :** The Club shall not be responsible for any payments made in cash unless an official receipt is obtained .

32. **Clearance of Bills:** All members will clear their bills within thirty days of dispatch of bills by the Club. For late payment beyond 60 days from date of issue of bill, a penalty of 5 percent will be chargeable for every delay of 30 days on a cumulative basis from date of bill. Any member whose account goes in to debit more than twice in year shall be liable to be deprived of his/ her membership of the club, at the discretion of Executive Committee. All members will therefore ensure that they have sufficient funds in their accounts at all times. It is strongly recommended that members maintain a credit balance at all times.

33. **Investment of Club Funds :** Club's funds will be invested only with reputed banks.{Also refer to Bye Law 29(b)}

Games :

34. **Lawn Tennis /Badminton/Squash/Table Tennis**

(a) It will be ensured by the Secretary that Courts are kept in a reasonable state of upkeep and maintenance so that these are fully playable.

(b) Members will bring their own equipment. Balls and shuttlecocks will be stocked by the club, for providing to members on payment.

(c) All members using courts will enter their names and particulars of their guests in the "Register ".

(d) When other members are waiting, the playing members must give chance to them also.

35. **Billiards/Pool**

(a) The Secretary will ensure that billiards table, balls, cues, and other equipment is kept in proper state of maintenance and upkeep.

(b) Any member (or his guest or dependent) that causes any damage to any item of billiards equipment shall be responsible to pay a fine which may be up to ten times the cost of repair or full cost of replacement whichever is less.

(c) Children below the age of sixteen years are not allowed to play billiards. Unless proof of age is submitted to the satisfaction of the Secretary, decision of the Secretary regarding determining age of child, shall be final.

(d) When others are waiting to play (billiards), each game will be played for 30 minutes only.

36. **GYM**

(a) All members will enter their (or guests / dependents) names in the Register, provided for the purpose.

(b) Club will provide equipment.

(c) Members will not use any equipment for more than 30 minutes, if some other member is waiting to use these.

37. **Cards.**

(a) No eatables/glasses/plates will be placed on the card table. Defaulter members will be fined.

(b) Bridge Stakes. Not exceeding Rupees 5 per point.

38. **Tambola:**

(a) A proper record of collections and prize money given will be maintained by the Secretary.

(b) Ten percent of the collection will be diverted to the "snow ball prize" which will be kept increasing after every successive Tambola day, till the snow ball is claimed.

38A. **Charges for utilizing various sports facilities.**

(a) **Lawn Tennis /Badminton/Squash/Gym**

(i) **Members**

- (aa) Monthly basis Rs 150/-
(ab) Daily basis Rs 20/-per head

- (ii) Casual Members/guests Rs 50/-per head

(b) **Billiards/Pool**

- (i) Members Rs 30/- per hr
(ii) Casual Member/guests Rs 50/- per hr

(c) **Table Tennis**

(i) **Members**

- (aa) Monthly basis Rs 50/-
(ab) Daily basis Rs 20/- per head

- (ii) **Casual Members/ Guests** Rs 30/- per head

(d). **Cards.**

(i) **Members**

- (aa) Monthly basis(regular player) Rs 100/- per month.
(ab) Non regular player Rs 20/-per head per day

- (ii) **Casual Members/ Guest** Rs 30/-per head per day

Residential Accommodation :

39 The following rules will apply for Residential accommodation :-

Booking Policy

- (i) Booking can be done 60 days in advance inclusive of booked period.
(ii) Each member can book only two rooms at a time.
(iii) Room can be booked for a maximum of 7 days per month except June which will be booked/controlled by the management
(iv) Member should be himself present for occupancy during May, June, Sep & Oct and if he is not present the booking will be deemed to be cancelled.

Cancellation Policy

For the month of May, June, Sep & Oct

- (i) Upto 7 days notice – no cancellation charges.
(ii) 7-3 days notice – 50% of 1 days charges per room.
(iii) Less than 3 days notice – 100% of 1 day charges per room will be deducted.

Balance of the months.

- (i) Upto 3 days notice – Full refund.
- (ii) Less than 3 days notice – 100% of 1 day charges will be deducted.

e) **Tariffs for Guest Rooms:**

(i) **Capital View Ground Floor**

Sr.No.	Months	(Members)	Member's Children and Accompanied guest	Unaccompanied guests
1.	Summer	Rs 550/-	Rs 825	Rs 1375
2.	Winter	Rs 450/-	Rs 675	Rs 1100

* Plus Taxes applicable as per the state or central government orders in force time to time.

(ii) **Capital View First Floor**

Sr.No.	Months	(Members)	Member's Children and Accompanied guest	Unaccompanied guests
1.	Summer	Rs 700/-	Rs 1050	Rs 1750
2.	Winter	Rs 550/-	Rs 825/-	Rs 1375/-

* Plus Taxes applicable as per the state or central government orders in force time to time

(iii) **Arcadia/ Honeymoon/Court View**

Sr.No.	Months	(Members)	Member's Children and Accompanied guest	Unaccompanied guests
1.	Summer	Rs 550/-	Rs 825	Rs 1375
2.	Winter	Rs 450/-	Rs 675	Rs 1100

* Plus Taxes applicable as per the state or central government orders in force time to time

(iv) **Shangrillas & Snow View**

Sr.No.	Months	(Members)	Member's Children and Accompanied guest	Unaccompanied guests
1.	Summer	Rs 550/-	Rs 825	Rs 1375
2.	Winter	Rs 450/-	Rs 675	Rs 1100

* Plus Taxes applicable as per the state or central government orders in force time to time

(v) **Taxes.** In addition to tariff mentioned above, taxes applicable will be levied as per Govt instructions/orders issued from time to time.

Note: - 1. Kitchen facility-Rs 100/-per day; Lux Tax-10%; Service Tax 6.18% , Elect Charges- Rs 50 per day; Water Charges- Rs 50/-.

Note: Biological children of the members will carry a letter from the parent (members) for use of the facility as per rates prescribed for member children.

40. **Entry in the Register:-** It is incumbent on the part of every allottee to inform the office and make entry in the register regarding the number of individuals including children or guests sharing their accommodation. Failure to comply with these instructions will render the member liable to a penalty of Rs 500/- per head per day and disciplinary action as deemed fit by the Executive Committee.

41. **Penalty for violation of above rules:-** Violation of the above rules will mean imposition of penalties as under:

(a) Unauthorized adults - Rs 500/- per head per day

(b) Children 12 to 21 Years - Rs 500/- per head per day

42. **Security Deposit:** Allottee members of accommodation except entitled members will pay Rs 1,000/- as security deposit to make good any loss/damage etc besides full rental in advance on occupying the room.

43. **Issue of Lock & Key :** Club will supply a lock having two keys, one of which will be retained by the club and other given to the members. This is to ensure access to the room in case of fire or any other calamities when allottee is absent and premises are locked.

44. **Provision of Bedding/ Extra Linen:** Can be provided by the club to the occupants subject to availability, on payment of Rs 50/- for extra bedding per day. These charges will be in addition to the room rental charges.

45. **Any un allotted accommodation:-** Will be available to the Club for allotment on daily basis.

46. **Priority for Allotment of Club Accommodation:** - For the month of June allotment will be strictly restricted to Priority I members. Accommodation may be allotted to others if lying vacant. A member can only book one room at a time in the month of June for maximum of 15 days only. For the remaining part of year allotment will be in the following order of priority:-

(a) Permanent, Spouse & Senior Citizen Members

- I

(b) Life, Green Card, Temporary, Honorary, NRI & Corporate members -II

(c) Casual, Guests & members of Shimla ADC -III

(d) Priority III members may be considered for allotment of accommodation if it is lying vacant. During peak season of May to July allotment except to Priority I & II members would be done only on daily basis. Rest of the year they can book accommodation with 7 days notice if Priority I & II applicants have not booked the same till then.

47. **Cancellation of Allotment:** If any member is found to be violating any rules, regulations and Bye – Laws of the Club the Executive Committee shall have the right to cancel the allotment of accommodation to such a member.

47A. Allotment of Accommodation for the month of June, Sanawar Week & Litfest

(a) Applications along with Rs 2,000/- must reach the Club two months in advance.

(b) 100% reservation charges shall be paid in advance on allotment of accommodation as rates applicable.

(c) Refund will be as per Cancellation Policy.

(d) Allotment to priority I category members will be on basis of accommodation availed in last three years. Priority II & III members may be allotted accommodation if available after allotment to Priority I category of members.

(e) Only one room will be allotted for self occupation members.

(f) A member can stay for maximum of 07 days only.

Children / Dependants.

48. Following will be ensured:-

(a) Children below 21 years of age will not be allowed in the bar.

(b) Children (of members) who are below 12 years of age will come to club only when accompanied by either of parent.

(c) Children below 5 years of age (except infants) will not be allowed inside the main club premises, they will be confined only to the Children's room of the main club building.

(d) Children above 12 years and below 21 years of age should be in possession of Dependents Card issued by the Club. Those not found to be registered as dependents or guests are liable to be charged a penalty of Rs 500/- per day.

- (e) The Committee shall have the right to cancel / terminate dependent membership in case the conduct/ behavior of such dependant is not in conformity with conduct and behavior expected in the Club.

Dogs and Pets.

49. Dogs and Pets are not allowed within the club premises (including residential accommodation).

Private Servants and Ayahs.

50. Private Servants, Car drivers, attendants and Ayahs are not allowed inside the main club building. Prior permission of Secretary will be necessary to bring private servants/ Ayahs to avoid congestion and over crowding. It shall be the duty of the members to instruct their servants to confine themselves to or such specified areas as decided by the Executive Committee/ Secretary of the Club.

Smoking

51. Consequent to the bar imposed by Supreme Court of India on smoking in public places, smoking will only be confined to residential accommodation and special smoking area, so specified any. Defaulters will render themselves liable to fine of Rs 500/- for first default. For subsequent default members will liable to action as deemed appropriate by the Committee.

52. “**NO SMOKING**”boards will be prominently displayed at various places in all rooms of main Club building.

Bar

53 No drinks or snacks shall be supplied from the Bar by the Abdar, until the member who gives the order has paid for the same.

Catering.

53A. With the permission of the Secretary, a member may book designated areas of the Club for a private party. Any gathering of 12 persons or more will be considered a party and will be organised only on first floor. Charges may be fixed/ revised by the Secretary with approval of the Executive Committee from time to time. The present charges are as under:

(a) Members

- (i) For strength less than 25 - Rs 1000/- + Guest Charges
- (ii) For strength more than 25 - Rs 2000/- + Guest Charges

(b) Member Guest of Members

- (i) For strength less than 25 - Rs 5000/- without Guest Charges
- (ii) For strength more than 25 - Rs 10000/- without Guest Charges

Note : Party will be permitted only if the member who has applied is present.

Eatables

54. Members, their dependants and guests are not allowed to bring their own eatables, beverages or alcoholic drinks in the club premises, except for use in the residential rooms allotted to them, if any.

Library

55. Following shall be observed:-

(a) **Timings .** As displayed on the Notice Board.

(b) **Borrowing Limit.**

(i) Not more than two books at a time.

(ii) Duration of one week for new books and two weeks for old books. If retained beyond this period, a fine of Rs 10/- per day per book will be levied up to a limit of the cost of the book plus 100%. A book will be referred to as a new book within one year of receipt.

(c) No member shall take away or mutilate any books, papers, magazines etc, from the Club reading rooms. This does not apply to the Library. Any member infringing this rule shall be fined on each occasion Rs 50/- for every paper etc, so removed or mutilated and the Secretary may immediately replace such journals /papers magazine etc, at the cost of the erring member.

Suggestion Book :

56. A suggestion book shall be kept in the Reception Hall of the Club. This book shall be placed before the committee at each of its meetings. The Secretary is empowered to deal with such suggestions as, in his opinion, do not require reference to the Committee. All representations of similar kind or complaints which members may prefer to make by letter should also be placed before the Committee at the next meeting.

Reciprocal Membership with Affiliated Clubs:

57. Kasauli Club Ltd. has got reciprocal arrangements for membership with Amateur Dramatic Club Shimla (GAITY). Members may avail of the facilities extended by the above -mentioned Club.

58. The reciprocal members shall produce their Club card at the reception center. Such members shall not use the Club for more than 7 days in any one - month. They shall avail facilities by debit card and abide by the laws of the Club.

Monthly Club Executive Meeting :

59. Following will be ensured:-

- (a) Agenda points must reach the members at least four clear days in advance.
- (b) For routine meetings, presence of four members shall constitute the quorum. For grant of membership of Club, the quorum shall comprise of six members.
- (c) Before the commencement of the discussions of the agenda points, the Secretary shall brief the committee about the progress achieved on points discussed in the previous meeting of the Committee and on points pending action.
- (d) The state of Income and expenditure since the last meeting shall be placed before the Committee for their perusal and record.
- (e) All members of the Committee who are present for the meeting shall sign on the attendance register.
- (f) The minutes will be prepared as close as possible to the points discussed and will be dispatched to all concerned within seven days of the holding of the meeting .

Categories for Grant of Permanent Membership of Club and their Percentage.

60. In order to maintain a balanced proportion and to ensure a fair representation to candidates from different backgrounds/categories in the membership profile of the Club, permanent membership will be granted so as to maintain overall ratio-proportion/percentages for various categories as under:-

- (i) Defence Services serving officers posted any where in the country. - 15 percent
- (ii) Defence Services serving officer posted at Kasauli. -15 percent
- (iii) Retired officers from defence services. - 15 percent
- (iv) Officers from other All India Services/Class I gazette . Officer from State cader & UT. - 15 percent
- (v) General category - 20 percent
- (vi) Green Card holders - 20 percent

Knowledge of Bye –Laws

61. A copy of the Bye – Laws will be made available at all times for perusal of members. Members may obtain a copy of Bye Laws from the Club office on payment of requisite fee. Ignorance of Club Bye – Laws shall not be accepted as an excuse.