

# CONSTITUTION OF JAMMU CLUB, JAMMU.

## Part – i

### 01 SHORT TITLE

This constitution may be called the Constitution of Jammu Club, Jammu.

### 02 NAME OF THE CLUB AND ITS REGISTERED OFFICE

The name of the Club shall be Jammu Club, Jammu and its Registered Office shall be at Jammu.

### 03 AIMS AND OBJECTIVES OF THE CLUB

The aims and objectives of the Club are :-

- a) to provide special recreational and sports facilities to its members and their families ;
- b) to provide a forum for get togethers and informal exchange of ideas between its members and their families ;
- c) to arrange special programmes, cultural and literary events ;
- d) to undertake relief measures and collect donations for distribution amongst victims of calamities ; **and**
- e) to undertake such other charitable and social programmes as are considered suitable and appropriate by the Managing Committee.

### 04 DEFINITIONS

In this constitution, unless the context otherwise requires :

- a) **“Absentee Members”** means permanent members of the Club who remain out of local area for a minimum period of three calendar months continuously.
- b) **“Family”** includes the wife/husband and such dependent children of a permanent member who below the age of 21 years.
- c) **“General Body”** means and comprises the body of all the permanent members of the Club.
- d) **“Honorary Member”** means such member of the club who is exempted from payment of admission fee and Club subscription under these rules.
- e) **“In Arrears”** means non-payment by a member of any amount exceeding the credit limit due to the club from such member for such a bill pertaining to the period next before the previous month has been presented to him for its payment.
- f) **“Local area”** as used in this constitution means the city of Jammu and its suburbs within a radius of 50 km from the Club remains.
- g) **“Permanent member”** means a member who is admitted as such under the provisions of this constitution.
- h) **“Resident”** means a person engaged in any recognized profession, business or trade who has his permanent domicile in the local area and also resides there ordinarily.
- i) **“Temporary member”** means such member of the Club who is enrolled under this constitution as such for a period of one month or less.
- j) **“Visiting member”** means a person who a permanent member of any Club with which reciprocal arrangement exists for providing to such persons all or any of the facilities of the Club.

- k) **“Short Term Member”** means any person eligible for membership under Article 8 who ordinarily resides outside Jammu & Kashmir and is residing in Jammu Temporarily for short period only in connection with his service / business / profession.
- l) **“Corporate Member”** means such member who is enrolled as such under this constitution.

05 **MEMBERSHIP**

- a) The membership of the Club shall be restricted to :
  - i) Gazetted Officers, in service or retired, of the Jammu & Kashmir State.
  - ii) Gazetted Commissioned Officers, in service retired, of the Union of India or any State in India.
  - iii) Senior Executives / Officials of public sector undertakings owned vested and controlled by Central or State Governments as may be notified by the Managing Committee from time to time.
  - iv) Non-Official residents of good social position and their families and sportsmen of good standing as are in the opinion of the Managing Committee considered suitable for admission as permanent members.

**EXPLANATION**

The words **“good social position”** means a person shall at least be a graduate and Income Tax Payee.

Provided however, the members in categories (i), (ii) and (iii) shall constitute 65% of the total membership and the number of members belonging to category (iv) shall not exceed 35%.

Provided further that 30% of the available vacancies shall be reserved for children of permanent members of the club with at least 15 years standing membership, (as on date of application) subject to fulfillment of eligibility criteria prescribed herein this constitution, on payment of 25% of admission fee prescribed for category (iv) in vogue at the time of admission.

- v) In case of demise of a member the Lady wife of the member may transfer her membership in favour of any one of her children without any admission fee provided the ward is otherwise eligible for enrolment.
- b) Notwithstanding anything contained in sub section (1), no male or female below the age of 21 years shall be eligible for the membership of the Club.

06 **CLASSES OF MEMBERS**

- a) Permanent Members ;
- b) Temporary Members ;
- c) Honorary Members ;
- d) Reciprocal Members ;
- e) Short Term Members ;
- f) Special Temporary Members ;
- g) Corporate Members ;

07 **EXTENT OF PERMANENT MEMBERSHIP**

- a) The Permanent Membership of the Club is extended from 1500 to 1600 ;
- b) The maximum strength of “**Short Term Member**” and “**Special Temporary Member**” shall be at 5% of the total enrolled members. However, while computing the total strength of membership of the club, the following shall be excluded :-
  - i) Spouses of Permanent members.
  - ii) Members exempted from paying monthly subscription.Provided further that such spouses / senior citizens shall have all rights / privileges available to a permanent member of the Club including the right to vote.

**Part – ii**

08 **ADMISSION OF PERMANENT MEMBERS**

- a) Any person who desires to become a permanent member of the Club shall make an application in the prescribed form (schedule “A” to this constitution) to the address of the Secretary of the Club.
- b) The proposal form of any person for admission as a permanent member shall be proposed by one permanent member and seconded by another permanent member who are not in arrears and shall be supported by atleast four other permanent members who are also not in arrears.
- c) Every application for permanent membership shall be accompanied by a receipt of the admission fee as set out in schedule `B`.
- d) No member of the Managing Committee shall be entitled, weather to propose or second any such proposal.
- e) No person other than those referred to in section 5 shall be eligible to become permanent members of the Club.
- f) Family of a permanent member shall have the right to use the Club without payment of admission fee but shall be liable to pay other fees and charges.
- g) The President may recommend to the Managing Committee, the name of any person for being enrolled as a permanent member of the Club and the Managing Committee shall, notwithstanding the provisions of section (9) admit such person as a permanent member of the Club.

Provided, however, if in the opinion of the Managing Committee, for reasons to be recorded in writing, the admission of such person as a permanent member is not desirable, it shall refer the matter to the president for his re-consideration. The reconsidered decision of the President shall however, be final and binding on the Managing Committee.

09 **PROCEDURE FOR ADMISSION**

- (a) When the proposal for membership under section 8 is received duly proposed and seconded and supported, it shall be posted on the Notice Board of the Club for a period of 15 days prior to its consideration by the Managing Committee. The proposer or

seconded shall within this period introduce the applicant to at least two members of the Managing Committee. Thereafter, consider the proposal and decide by  $\frac{3}{4}$  majority of votes by secret ballot. It shall be within the power of the Managing Committee to call any proposed member for interview on such date and time as may be notified to the proposed member.

Provided however, an applicant who fails to secure Membership shall be eligible to be re-considered for membership, after one year from the date of his/her interview. Reconsideration will be on the request of applicant only and subject to the condition that applicant has not got the application fee refunded.

Provided further, any applicant rejected thrice will not be eligible to be re-considered for membership of the Club.

(b) The Secretary shall send a copy of the Constitution and the bye-laws of the Club to the member on his admission as a permanent member of the Club with a covering letter in the following form :

“I enclose a copy of the Constitution and Bye-laws of the Club alongwith a declaration form. On your signing and returning the accompanying declaration, you will be entitled to all the rights and privileges of a permanent member of the Club.

**Declaration**

To

The Hony. Secretary  
Jammu Club,  
Jammu.

I .....S/o ..... R/o .....  
..... hereby declare that having been elected as permanent member of the Jammu Club, Jammu, I will conform to and in all respected be bound from this date by the provisions of this constitution and By-laws for the time being in force or which may be framed from time to time.

(c) If any such member is not admitted as a permanent member, the amount paid as admission fee by him shall be refunded to him after deductions of the out standings, if any. Such a member shall not be eligible to apply again for permanent membership for a period of one year from the date of decision of the Managing Committee on his proposal.

10 **CANCELLATION OF MEMBERSHIP BY THE MANAGING COMMITTEE**

If after the admission of a permanent member of the Club it is found that any information given by him in his application form was false or incorrect or that he had concealed any information, his membership will be cancelled without reference to General Body.

Provided however, no such order of cancellation of membership by the Managing Committee shall be passed without affording an opportunity to such a person of showing cause and of being heard.

11 **ADMISSION OF TEMPORARY MEMBERS**

- a) Ladies and Gentlemen of good social position provided they are not **permanent residents of Jammu**, if proposed by a permanent member on the prescribed form shown in schedule `c` may be enrolled, by the Managing Committee, as temporary members for a period of one month or less.
- b) Applicants for temporary membership may not use the club until they receive a written authority from the Secretary to do so.
- c) Temporary Members must pay all subscriptions, and fees in advance and for all their requirements pay in cash.
- d) Secretary may admit an applicant as a temporary member pending consideration of application by the Managing Committee.
- e) Temporary Members shall not introduce guests.
- f) All temporary members shall be bound by the provisions of this Constitution and the Bye- laws. They shall not have any right either to vote or to participate in any manner in the management of the Club.
- g) A temporary Member shall not be entitled to receive notice of or to attend or vote at any General Meeting or extra ordinary General Meeting of the Club or to be elected a member of the Managing Committee of the Club, or to buy supplies from the Club on credit.

In all respects except as may be prescribed by the Bye – Laws for the time being in force, he shall enjoy the same privileges as permanent member.

12 **ADMISSION OF SPECIAL TEMPORARY MEMBERS**

- a) Dependent children of the permanent members of the club who have crossed the age of 21 years may be enrolled as **Special Temporary Members Of The Club** for a maximum period of six (6) years or till 27 years of age, whichever is earlier. Such member shall be subject to same terms and conditions, duties obligations as are applicable to temporary members of the Club.
- b) A person who seeks enrolment as special temporary member under clause (1) may also indicate / apply for enrolment for permanent membership of the club on payment of requisite fee, however, his applications shall be considered for his enrolment as permanent member only from the date he / she become eligible for such enrolment under any of the categories specified under section (5) of the constitution.
- c) All special temporary members shall be subject to same terms and conditions and duties obligations as are applicable to temporary members of the Club.
- d) The subscription charged from the Special Temporary member shall be the same as is being charged from the Permanent Member of the Club.

13 **HONORARY MEMBERS**

- a) Any person who holds a high public office, is outstanding foreign dignitary or celebrity or who has a record of outstanding public service / club service or who is an outstanding sportsman may be invited by the Managing Committee to become an honorary

- member of the Club for such period as the Managing Committee may consider fit. An honorary member of the club shall not be required to pay any entrance fee or monthly subscription but shall pay for all other bills, facilities and supplies in cash.
- b) Honorary member shall have no right to vote.

14 **SHORT TERM MEMBERSHIP**

- a) A person during the period of his transfer or posting in Jammu be admitted as a short term member by the Managing Committee on his name being proposed by at least three permanent members of the Club. His membership shall continue during the period of his stay in Jammu, but in no case it shall exceed beyond three years.
- b) A short term member shall be governed by all conditions as are applicable to temporary members of the Club.

15 **RECIPROCAL MEMBERSHIP**

Members of the Club with whom the Club has reciprocal arrangements may be allowed the facilities of the Club on the same terms and conditions as are applicable to temporary members.

Provided that a reciprocal member shall not be charged any subscription for the use of the Club for a period of ten days at a time and not exceeding thirty days in a year.

Reciprocal Members of Amar Singh Club Srinagar, may be allowed to avail the club facilities for full year, subject to maximum period of 3 years. During this period of 3 years, they should apply for Permanent Membership of this Club if they so desire.

Such members have to pay a monthly subscription of Rs. 200/- per month. The subscription / fee shall have to be paid in advance.

Such members shall be governed by all conditions and terms as are applicable under this constitution for temporary members.

The facilities to a reciprocal member shall be extended only on production of a letter / membership card from the Club concerned.

**Part – iii**

**PATRON, PRESIDENT, CHAIRMAN, VICE – PRESIDENT, MANAGING COMMITTEE AND OFFICE BEARERS.**

16 **PATRON, PRESIDENT & CHAIRMAN**

- a) The Governor of Jammu & Kashmir State shall be Ex-Officio patron of the club and he and the members of his family shall be constructed as permanent members of the Club.
- b) The Chief Minister of Jammu and Kashmir State shall be the ex-officio President of the Club.
- c) The President of the Club may nominate a permanent member of the club having atleast 15 years association with the club and who is or has been the Chief Justice of the High Court of Jammu and Kashmir as the chairman of the Club.
- d) Provided that if the office of the Chief Minister falls vacant at any time the incumbent chairman and in his absence the Vice President shall officiate as President.

17 **ADMISSION OF CORPORATE MEMBER**

“Corporate Membership” can be offered to prestigious corporations of National / International repute on admission fee of Rs. 1,50,000/- per person subject to maximum of three Senior Executives posted in Jammu on ex-officio basis.

Provided further that Executives nominated by the corporation are otherwise eligible to be the permanent member of the Club.

18 **VICE – PRESIDENT**

The Vice President of the Club shall be nominated by the President from amongst the Permanent members of the Club.

19 **THE MANAGING COMMITTEE**

- a) Management of the Club in all respects shall be the responsibility of the Managing Committee.
- b) The term of the Managing Committee shall be two years.

20 **COMPOSITION OF THE MANAGING COMMITTEE**

- a) The Managing Committee shall comprise of 15 members. In addition these members, the President, the Vice President and the Secretary shall be the ex-officio members of the Managing Committee.

If however, any elected member of the Managing Committee is appointed as the Secretary of the Club, the post of the elected member of Managing Committee thus fallen vacant shall be deemed to be a casual vacancy and be filled as such in the manner prescribed thereof in section 25 of the constitution.

- b) 11 Members of the Committee shall be elected and four nominated by the President / Chairman from amongst the Permanent Members of the Club, out of which two may / shall be Lady Members.
- c) Only such Permanent members of the club shall be eligible for election as members of the Managing Committee who are not in arrears.
- d) No person who has been a member of the Managing Committee for two consecutive terms, shall be eligible for re-election for the 3<sup>rd</sup> consecutive term.

21 **SECRETARY**

The whole time paid or Honorary Secretary of the Club shall be appointed by the President on the recommendation of the Managing Committee. The Secretary of the Club be paid such monthly Honorarium, conveyance allowance or other remuneration as may be fixed by the President on the recommendation of the Managing Committee, from time to time.

**Part – iv**  
**SUBSCRIPTION AND CHARGES**

22 **POWERS OF GENERAL BODY AND MANAGING COMMITTEE TO LEVY CHARGES.**

The General Body may from time to time determine, increase, reduce, alter, modify or vary the fees and subscription for the membership. The Managing Committee shall also have the power to determine, from time to time, the terms and conditions upon which the fees and subscriptions specified in this constitution shall be payable, including without prejudice to the generality of the fore-going provisions, the period or periods at which the same shall be payable, as set out in appendices A, B and C, to this constitution or under the bye-laws made thereunder :

Provided that the Managing Committee shall have the powers to reduce, increase or alter modify or vary the various categories of fees and subscription from the members prescribed in appendix B & C to this constitution or the bye-laws made the thereunder :

Provided further that while making the addition, alteration in the fee and subscription it shall take into consideration the rise in price index and the interest of the club as a whole.

23 **LIABILITY TO PAY CHARGES**

All permanent members ordinarily residents or becoming so, within local area shall pay monthly subscription in advance and such other amounts as may, from time to time, be determined by the General Body or the Managing Committee.

24 **ABSENTEE MEMBER**

- a) If any permanent member ordinarily resident within the local area absents himself from such area for a period of more three calendar months and who before so absenting himself has notified in writing to the Secretary that he proposes to absent himself as also the anticipated duration of his absence, may be charged as absentee member's subscription, which may be fixed by the Managing Committee from time to time, for the period of his absence.
- b) If any such permanent member fails to notify in writing to the Secretary that he so proposes to absent himself, he shall be liable pay full subscription and shall not be entitled to the benefit of an absentee member's subscription.
- c) An absentee member / his family member (spouse / wards) wishing to avail Club facility on any day during the period of absentee shall record his/her presence at the reception.
- d) An absentee member / his family member availing the Club services shall be liable to pay full subscription fee for the particular month.

**Part - v**

25 **ELECTION OF MEMBERS OF MANAGING COMMITTEE**

- a) A meeting of the General Body shall be held as far as possible 15 days prior to the expiry of the term of the Managing Committee to elect 11 members of the Managing Committee for the next two years term.

No person who has not been a permanent member of the club for at least seven years, preceding the date of election shall be eligible to contest the election for the membership of the Managing Committee.

- b) The nomination forms for membership of the Committee shall be proposed and seconded by the permanent members of the club who are not in arrears. Every candidate shall record his consent for contesting election on the nomination paper.
- c) The Secretary or if he himself is a candidate at the election, such other person as may be nominated by the President shall act as the Returning Officer at the election.
- d) The Secretary / Returning Officer shall notify the schedule for Election to the Managing Committee atleast 15 days before the date of Annual General meeting indicating there in the date and time (period) for filing nomination / Scrutiny of nominations, last date of withdrawal and Annual General Meeting. Provided that not less than 3 days interval be allowed between the date of scrutiny and withdrawal to facilitate the disposal of appeal against rejection of nomination herein after provided.
- e) The nomination form shall be filled in the office of the Returning Officer 9 days before the date of Annual General Body Meeting, who shall scrutinize the terms & declare candidates are duly eligible for election, who fulfill the conditions as laid down in Section 19.
- f) i) If for any reason to be recorded in writing the nomination paper of any candidate is rejected the Returning Officer shall inform the candidate or his proposer about such rejection and the candidate may appeal against such rejection to the Vice President within twenty four hours of such rejection.

The Vice President shall hear both the Candidate and the Returning Officer and give his decision within 24 hours which decision shall be final and conclusive.

- f) ii) The powers of the Vice President under this sub-section may also be exercised by any other permanent member of the Club, nominated in this behalf and for this propose by the Vice President. The name of such permanent member of the club shall be published prior to the date fixed for scrutiny of the nomination papers.
- g) List of validly nominated candidates and final contestants after the withdrawal shall be notified on the notice board and such other conspicuous places in the club as may be approved by the Returning Officer provided that list of final contestants shall remain displayed in the Club atleast for seven (7) days.

- h) No member who is a contestant for the election of Managing Committee or any person at his behest campaign for his candidature by issuing pamphlets, hand bills, posters including add in media or such other manner as is considered not in good taste.

On receipt of information, the Vice President may order an enquiry into the conduct of such member by a committee of three Permanent Members of the club. The Committee so constituted shall hold an enquiry into the allegations and after hearing the member submit its recommendation to the Vice President. If in the opinion of the Vice President the member is found guilty of indulging into such practice as is impermissible during the election of Managing Committee, the Vice President may order cancellation of election of the member if elected and / or disqualify him from contesting election not exceeding two terms in future. However, before passing any such order Vice President shall provide an opportunity to the member to explain his conduct. Final order passed by the Vice President shall not be called in question.

- i) A candidate may withdraw from the contest by informing the Returning Officer in writing of his intention to do so atleast 120 hours before the time of poll.
- j) Each member shall vote for 11 candidates at the election. A ballot with less or more than 11 votes shall be invalid.
- k) Returning Officer shall declare such members as duly elected who secure the highest number of votes.
- l) If in case the votes secured by the duly elected members are equally divided, the President or the person presiding shall have the casting vote.
- m) A member who is entitled to vote but is unable to attend the meeting in person being outside Jammu on the date of meeting may vote by post or personally tender the same to the Returning Officer subject to followed conditions :-
- i) The ballot papers shall be filled and signed by such member in presence of a Gazetted Officer of the Government of India or of the State of Jammu and Kashmir or under his seal that the ballot paper was filled and signed by the person whom he knew, in his presence.
  - ii) The ballot paper duly filled and enrolled in a sealed envelop may be tendered personally to the Returning Officer before the day of Annual General Meeting against proper receipt or sent by Post / Courier which should reach the office of Secretary / Returning Officer before the commencement of Polling.
  - iii) The Ballot Paper should clearly specify the names of the duly nominated candidates in whose favour he casts his vote and the date of the meeting on which he wishes the vote to be used.
  - iv) No special ballot paper shall be issued for this purpose.
  - v) Any postal ballot paper which is not filled in accordance with the above provisions or does not reach the Secretary at least 24 hours before the commencement of the polling shall be rejected.

- n) A member who has not cleared and paid all his dues to the club for the period ending January of each year shall not be entitled to vote at any election, to contest the same as a candidate, or to propose or second a candidate at any such election.
- o) The Managing Committee may appoint two or more scrutineers of their choice who shall be the members of the club to assist the Returning Officer in scrutinizing, the counting of the ballot papers and for the other matters connected therewith.
- p) In the event of any difference or dispute as to the validity of any ballot paper, the decision of the Returning Officer shall be final and conclusive.

26 **FILLING UP OF CASUAL VACANCY IN THE MANAGING COMMITTEE**

Any casual vacancy in the Managing Committee, may be filled up by the Committee itself. But the person appointed in this vacancy shall be construed to have served his full term in the Managing Committee.

**Part – vi**

**POWERS AND DUTIES OF THE PRESIDENT, CHAIRMAN, VICE PRESIDENT, MANAGING COMMITTEE AND SECRETARY.**

27 **PRESIDENT**

- a) In addition to the powers conferred on him by any other provision of this constitution, the President of the Club shall also exercise the following powers :-
  - i) He shall nominate the office bearers of the first Managing Committee.
  - ii) He may call an extraordinary General Meeting of the Club with 7 days notice in advance.
  - iii) If the President is of the opinion that a determination or decision of the committee arrived at in his absence is likely to affect the character or endanger the stability of the club or is in any way injurious to its interests, he may suspend the resolution and ask the Committee to discuss it when he is present in the meeting.
- b) The President shall preside over the Annual General Meeting and the Extraordinary General Meeting of the Club. If the President is not present, the Vice President shall preside over such meetings. In the absence of both the President and the Vice President, the members of the Managing Committee may appoint any member from amongst themselves to preside over any such meeting.
- c) The Chairman of the Club shall have all the powers and discharge all such duties and functions as the President of the Club under the provisions of the constitution. The Powers and duties of Chairman shall be co-extensive with the powers and duties of the President.

28 **VICE PRESIDENT**

In the absence of the President, the Vice-President shall exercise all the powers of the President.

29 **MANAGING COMMITTEE**

The Management and Control of the Club shall be vested in the Managing Committee which shall be the governing body of the Club, and which may exercise all such powers and do all such acts and things as the Club may be this constitution or byelaws, authorize it to exercise and / or to do.

30 **SPECIFIC POWERS OF THE MANAGEMENT COMMITTEE**

In furtherance of and without prejudice to the general or special powers conferred up or implied by this Constitution, it is hereby expressly declared that the Management Committee shall be entrusted with and may exercise powers and perform the following duties :

- a) May appoint, censure, suspend, reduce, remove or dismiss servants of the Club and fix their wages or remuneration.
- b) To Provide a common seal for the purpose of the Club, and to affix it to any deed and other documents required to be under its common seal, provided that the seal shall be so affixed only under authority of a resolution of the Managing Committee. Provided further that all such deeds, and / or documents shall be signed by two members of the Managing Committee and countersigned by the Secretary.
- c) From time to time to make, alter and / or repeal all such bye-laws within provisions of this Constitution, as it may deem expedient or convenient for the proper conduct, management and control of the Club or for any matter under this Constitution requiring to be regulated by the bye – laws.
- d) To prohibit the use of any premises over which the Club may have control by any member who may be indebted to the club, or who may have failed, neglected refused to conform to the provisions of this Constitution or the bye laws as for the time being in force.
- e) To prohibit particular games in the Club premises entirely or at any particular time and regulate the rules to be observed and stakes to be played by the members or guests playing any games in the Club premises.
- f) To write off in the accounts of the club such sums as it may deem expedient in respect of bad and doubtful debts or otherwise, subject to the approval of the General Body.
- g) To pay the costs, charges and expenses, preliminary and incidental to the smooth running and promotion of the activities of the Club.
- h) To invest and deal with any money of the Club not immediately required for the purpose there of upon such securities and in such manner as it may think fit and from time to time vary and realize such investments.

- i) To enter into all such negotiations and contracts and rescind and vary all such contracts and execute and do all such acts deeds and things in the name of and on behalf of the club as it may consider expedient for and in relation to any of the matters aforesaid as also for other purposes of the Club.
- j) To determine who shall be entitled to sign on Club's behalf, bills, notes, receipts, acceptance, endorsements, cheques, releases, contracts and documents.
- k) At any time and from time to time, by its resolution, appoint or nominate as attorney for and on behalf of the club for any purpose what-so-ever, including for the purpose to file any suit for the recovery of any sum due to the club and to represent the club in any proceedings filed by or against it in any court, tribunal or before any other forum.
- l) To check yearly inventory of the dead stock and wine stock quarterly.
- m) Without prejudice to anything contained in this constitution, the Managing Committee shall have the power to review its decisions.

31 **MEETINGS OF THE MANAGING COMMITTEE**

- a) The Managing Committee shall meet at least once every two months for the transaction of its business. At the meeting, the Managing Committee may also examine the accounts of the club pertaining to the previous month.
- b) The managing committee may regulate its meeting and proceedings as it thinks fit.
- c) Eight Members personally present at the meeting of the Managing Committee shall constitute the **QUORUM**.
- d) If a meeting of the Committee cannot be held for want of quorum, it shall be adjourned to some other date but will be held within ten days next, from the date of the adjourned meeting.
- e) The Hony. Secretary, may at any time convene a meeting and do so on being so requested in writing by three members of the Managing Committee. Notice of every meeting of the Managing Committee shall be issued in writing to every member of the Committee.
- f) Questions arising at any meeting shall be decided by a majority of votes and in the case of an equality of votes, the Chairman shall have a second or a casting vote.

32 **DELEGATION OF POWERS BY MANAGING COMMITTEE AND CONSTITUTION OF SUB – COMMITTEE'S.**

The Managing Committee may delegate any of its Power to or appoint for any special purpose a sub-committee consisting of such members of the club, as it thinks fit. Any sub-committee so formed shall conform to all the bye laws which may from time to time be made by the Managing Committee The Secretary shall be ex-officio member of every sub-committee. The meetings and proceedings of any sub-committee shall be governed by provisions regulating the meetings and proceedings of the Managing Committee in so far as the same may be applicable thereto.

33 **MINUTES OF THE GENERAL MEETINGS, MEETINGS OF MANAGING COMMITTEE AND ITS SUB – COMMITTEES**

**THE SECRETARY SHALL CAUSE :**

- a) Minutes of all proceedings of General Meetings of the Club as also those of the Managing Committee or its Sub-Committees to be entered in the book kept for this purpose.
- b) The minutes of each meeting shall contain a fair and correct summary of the proceedings thereat.
- c) In the case of a meeting of the Managing Committee or a Sub-Committee of the Managing Committee the minutes shall also contain :
  - i) The names of the members present at the meeting.
  - ii) In the case of resolution passed at the meeting, the names of the members of the Committee if any, dissenting from or not concurring in the resolution.
- d) The person presiding over any such meeting may in his absolute discretion refuse include any part of the proceedings which may be irrelevant or immaterial to the proceedings or which could reasonably be regarded as scandalous or defamatory of any person or which may be detrimental to the interests of the Club.
- e) Any such minutes, if purporting to be signed by the President/Chairman of the meeting at which the proceedings took place or by the President of the next succeeding meeting shall be evidence of the proceedings.
- f) Minutes of the proceedings of the meetings of the Managing Committee or its Sub-Committees shall not be open to inspection by any member.
- g) The book containing the minutes of the proceedings of any General Meeting of the Club shall, however, be open to inspection by any member without charge for two hours between 03:00 P.M. to 05:00 P.M. on each day other than a public holiday.

34 **FUNCTIONS OF THE SECRETARY**

In addition to the powers conferred by any other provision of this Constitution or Bye-Laws the Secretary shall discharge the following :-

- a) General Management of the Club subject to the supervision and control of the Managing Committee to which he shall be responsible.
- b) He shall inflict fines on the club servants for misbehavior, negligence of duty or for any other sufficient cause not exceeding five hundred rupees.
- c) In the absence of the Vice President the bank shall be operated upon by Secretary of the club and one member of the Managing Committee as nominated by it from time to time. The Secretary alone however, shall be entitled to incur expenses and make payment to the maximum of five thousand rupees at a time.

- d) He shall have the power to suspend any defaulting employee of the club and make temporary arrangement in place of such suspended employee subject to the confirmation of the action by the Managing Committee. He shall have the power to suspend the Managers in consultation with the Vice President.
- e) He shall receive all moneys payable or due to the Club.
- f) He shall purchase food stuffs, wines and tobacco as required for the use of the Club members from time to time.
- g) He shall place order and make payment of bills in respect of cleaning material, electricity, gardening, glassware, insurance, newspaper and periodicals, sports facilities, postage, printing, servants clothing, soda water, stationery, playing cards, telephone, water charges etc.
- h) He may incur expenditure upto maximum of Rs. 60,000/- in financial year which will be confirmed by the Managing Committee during the financial year.
- i) The Secretary of the club shall have the power to restrict the entry of any guest who in his opinion is undesirable. No guest who has been found undesirable shall be entertained by any one.

**Part – vii**

**PROCEEDINGS AT ANNUAL / EXTRA – ORDINARY GENERAL MEETING**

**35 ANNUAL GENERAL MEETINGS**

The General Meeting of the Permanent Members shall be held annually in the month of March on a date to be fixed by the Managing Committee of Club which shall be notified by the Secretary in writing to each permanent member and by notice on the notice board of the club atleast 15 days prior to the date of the meeting. The following business shall be transacted at the Annual General Meeting :-

- a) To consider and if approved, pass the accounts for the previous year, a statement of which shall accompany the notice calling the Annual General Meeting.
- b) To confirm, ratify, modify or reject bye-laws and addition or alteration in them made by the Managing Committee during the year.
- c) To elect every two years, by ballot, members of the Managing Committee other than those nominated by the President.
- d) To appoint an Auditor for the ensuing year and to fix his remuneration.
- e) To amend or make new bye-laws and to transact such other business as may regularly be brought before the meeting and of which seven days prior notice in writing has been given by the Secretary.

36 **EXTRA – ORDINARY GENERAL MEETINGS**

- a) The Managing Committee may for any purpose which in its opinion requires to be taken to the General Body convene as Extra-Ordinary General Meeting. Notice in writing of every such meeting shall be sent to all permanent members at least seven days prior to the date of any such meeting.
- b) If at least 50 members of the club who are not in arrears, by a requisition in writing addressed to the Secretary desire that a meeting of the General Body be held, the Secretary shall convene such an Extra-Ordinary meeting for which also a notice as mentioned in clause (i) shall be sent.

37 **QUORUM AND VOTING AT THE ANNUAL GENERAL MEETING ETC.**

- a) The minimum quorum required for Annual General Meeting or an extra-ordinary General Meeting shall be of 100 members. If pointed out about the lack of the quorum before the start of the meeting, every such meeting shall be adjourned for some other date. No quorum shall however, be required for a meeting held after such adjournment.
- b) Every question, other than the election of members of the Managing Committee in every meeting of the General Body shall be decided by a majority by show of hands and in case of an equality of votes, the Chairman of the meeting shall have the right of a second or casting vote. Declaration by the Chairman that a resolution has or has not been carried and an entry to that effect in the Minutes-Book shall be conclusive proof in regard thereto.

**Part – viii**

**SUSPENSION OF MEMBERSHIPS AND PUNISHMENTS**

38 **SUSPENSIONS OF MEMBERS**

- a) If an inquiry into the conduct of any member is contemplated or is pending, Managing Committee may suspend such member from the membership of the club during the pendency of such inquiry.
- b) A member under suspension shall not take part in any activity or function of the club and shall also not be charged any subscription or any other fee for the period during which he remains under suspension.
- c) After the conclusion of the inquiry, the Managing Committee may either revoke the suspension or take such other decision as it thinks desirable.

39 **PUNISHMENTS**

- a) If any member violate any provision of this Constitution or any Bye-Laws made there under and or is guilty of such conduct which in the opinion of the Managing Committee is likely to endanger the harmony of the club or prejudicially effect the character, stability, discipline or interest of the club, he shall be liable to be imposed any of the following punishments :
- i) Reprimand
  - ii) Censure
  - iii) Suspension for a fixed period **or**
  - iv) Expulsion
- b) No punishment as aforesaid shall be imposed upon any member without giving him sufficient opportunity of being heard, to explain his position and to produce his defense. The manner in which such an opportunity shall be afforded to such a member shall be decided by the Managing Committee.
- c) Notwithstanding the generality of the provision contained in clause (2) of this Article, no punishment of expulsion shall be imposed unless an inquiry by a committee of atleast three members is held in which the member involved will have full right of participation. The report of every such inquiry committee shall be submitted to the Managing Committee and if it decides to recommend of punishment of expulsion against the member, it shall afford him full opportunity of being heard, and of explaining his position.
- d) No resolution passed by the Managing Committee recommending the expulsion of a member under this article shall be given effect to unless it is placed in a General Meeting and ratified by a majority of the Members present and voting. The member affected shall have the right of explaining his position in the General Meeting.
- e) Every member of the club shall be presumed to have full knowledge about the provisions of this constitution and all the amendments made from time to time and the Bye-Laws made there under and the lack of any such knowledge shall be no defence to action against any such member.

40 **CESSATION OF MEMBERSHIP OF MANAGING COMMITTEE**

Any member of the Managing Committee shall ipso-facto cease to be a member thereof if :

- a) He is posted for default under the provisions of this constitution ;
- b) He absents himself from four consecutive meetings of the Managing Committee or from meetings of the Managing Committee for a continuous period of four months, whichever is longer, without leave of absence from the Managing Committee ; **or**
- c) He ceases to be a permanent member of the Club.

**Part – ix**

**BILLS, ACCOUNTS AND AUDITORS**

41 **PAYMENT OF BILLS**

- a) Monthly bills shall ordinarily be made out and tendered to the members by the 15<sup>th</sup> of the month. If any member on his bill for subscription, supplies or other charges being presented to him for payment neglects or refuses to pay such bills within 15 days of its presentation he shall be reminded again for payment of the bill under certificate of posting. Ordinarily bill will be posted in the prescribed manner but if any member does not receive the bill it would be incumbent on the member to verify his club dues from the club office. When the dues of member exceed the credit facility and he does not make the payment within 15 days from the date of presentation of the bill, he shall be liable to have his name posted in a conspicuous part of the club house. Notice of the Committee's intention to so post his name shall be sent to him by registered letter addressed to his last known place of residence or business, intimating that unless payment in full be made within fifteen days on receipt of the said notice the name will be duly posted. His name shall remain posted for fifteen days. If the amount is not fully paid, the committee may erase his name from the list of members and if erased it shall be notified to him that he ceased to be a member of the Club.

The Managing Committee shall have no power to review its decision taken under this sub-section after the expiry of 30 days from the date of termination of membership.

- b) A member who is posted as defaulter under the provision of this selection shall not be entitled, during his default, to exercise any of the privileges of membership. He cannot even be brought as a guest by any member.
- c) Without prejudice to the foregoing provisions of this section, permanent members shall be allowed a credit upto Rs. 1000/- only.

42 **ACCOUNTS TO BE MAINTAINED**

- a) The Managing Committee shall cause true accounts to be kept of all sums of moneys received and expended by the Club, the matters in respect of which such receipts and expenditure take place, of all sales and purchases of goods by the club, and of the assets, credits and liabilities of the Club.
- b) The accounts of the club shall be closed and balanced annually on the 31<sup>st</sup> day of March each year. The same shall be audited by an Auditor appointed at the Annual General Meeting.

43 **BOOKS OF ACCOUNTS AND THEIR INSPECTION**

- a) The books of accounts shall be kept at the registered office of the Club or at such other place as the Managing Committee thinks fit.
- b) The Managing Committee shall from time to time, determine whether and to what extent and at which time and place and under what conditions and regulations the accounts and books and documents of the Club and or any of them shall be open to the inspection of members of the Managing Committee.

44 **AUDITORS**

- a) The Auditors shall make a report to the members upon the balance sheet and accounts. In every such report, they shall state whether in their opinion the balance sheet is full and fair and properly drawn up so as to exhibit a true and correct state of affairs of the club. In case they have called for any explanation or information from the Managing Committee or any sub-committee, they shall also state in the report whether or not such explanation or information given by the committee is satisfactory.
- b) Auditors shall have access to the books and accounts of the Club and the stocks and cash and they may in relation, examine the officers of the Club or make any enquiry from the members of the Managing Committee or any Sub-Committee.
- c) The auditors report shall be read at the Annual General Meeting and shall be open inspection by any member of the Club.

**Part – x**

**POWERS OF MANAGING COMMITTEE TO MAKE BYE – LAWS AND AMENDMENT OF THE CONSTITUTION.**

45 **POWER TO MAKE BYE – LAWS**

- a) The Managing Committee may make Bye-Laws applicable the club for carrying out the purpose of this constitution. It may also amend, alter or delete any of the Bye-Laws in force at any time.
- b) In particular and without prejudice to the generality of the powers conferred by sub section (1) such Bye-Laws may relate to all any of the following matters or be for all or any of the following purposes:-
  - i) Regulating the Club hours.
  - ii) Consumption of the club provisions and to fix rates to be charged for all or any of the supplies to the Club members.
  - iii) Library Management.
  - iv) Regulating Tennis, Squash, Tambola, Card-room & Billiard Room in all respects.
  - v) Destruction or auction unserviceable club property.
  - vi) Regulating children enclosures.
  - vii) Disposal of unclaimed property.
  - viii) Revision in rates fee for various games subject to the subsequent confirmation by the General Body.
  - ix) To frame, alter or revise the terms and conditions of service of the employees of the Club.

46 **LIABILITY OF MEMBERS TO ABIDE BY THE CONSTITUTION AND BYE – LAWS.**

As the payment of entrance fee and subscription will entitle a member to enjoy benefits and privileges of the club it shall be implied that such member accepts to abide by the provisions of the Constitution and the Bye-Laws of the club and the restriction imposed under the Constitution and the Bye-Laws as may from time to time be made by General Body or by the Managing Committee.

47 **AMENDMENT OF THE CONSTITUTION**

An amendment of this Constitution may be initiated in writing before the Secretary by at least 15 permanent members of the Club not in arrears or by the Managing Committee, and may be adopted by vote of two-thirds of the members present and voting at the Annual General Meeting and extra-ordinary General Meeting of the Club called for the purpose.

***Part – xi***

**MISCELLANEOUS**

48 **THE GUESTS**

- a) No person shall be introduced as a guest on more than four occasions by any one member in a month except on lunches, teas, dinners, tam bolas and other Club functions.
- b) The name of the guest shall be entered by the introducing member in the register maintained for this purpose in the Club.
- c) The Guests so introduced may be permitted to take part in the club activities on the payment of usual charges or such other charges as may be fixed by the Managing Committee from time to time and such charges shall be recoverable from the member introducing the guest. The member introducing the guest shall be responsible for all any of the liabilities which may be incurred by his guest in the Club and for the good behavior of the guest.
- d) No person who is not eligible for membership of the Club shall be introduced as guest.
- e) Number of Guests which a member / member couple of the Club can introduce shall be four persons at a time.

49 **NOTICES**

- a) Notices as required by the constitution or the Bye-Laws may be given by the club to any member either personally or by sending it by post to him to his last known address as registered with the Club.
- b) Where a notice is sent by post, service of the notice shall be deemed to be 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 letter would be delivered in the ordinary course of post.
- c) Every member shall register his address at the office of the club and from time to time give notice of any change of address as aforesaid. A member who has not registered the address as aforesaid shall not be entitled to object to any action taken under these rules on the ground that the notice has not been received by him.

50 **EVERY MEMBER OF THE MANAGING COMMITTEE, OFFICERS & SERVANTS OF THE CLUB AND**

Any person employed by the Club as its auditor shall be indemnified by the club and it shall be duty of the Managing Committee out of the funds of the Club to pay all costs and reimburse losses and expenses which any such person may incur or become liable to pay by reason of any contract entered into or things done by him as such member, auditor or officer servant or in any other manner in the discharge of his duties including traveling expenses and in particular and without prejudice to the generality of the foregoing provisions, against any or all liabilities incurred by him as a member of the Managing Committee or Sub-Committee, Officer servant or auditor in defending any proceedings whether civil or criminal in which judgment is given in his favour.

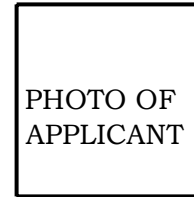
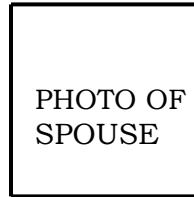
51 **IN THE EVENT OF WINDING UP, THE PROCEEDS OF THE ASSTS**

After meeting the liabilities shall be distributed among the existing permanent members in equal share. In the event the liabilities exceed the total assets, the deficit shall also be contributed by the Permanent Members in the same proportion.

**PROPOSAL FOR PERMANENT / SHORT TERM / TEMPORARY / SPECIAL TEMPORARY MEMBERSHIP**

**CATEGORY : OFFICIAL / NON – OFFICIAL**

Issued Vide  
Receipt No. : \_\_\_\_\_  
Dated \_\_\_\_\_



**FOR RS. 20/-**

The Honorary Secretary  
Jammu Club, Jammu.

Dear Sir,

I desire to be admitted as a \_\_\_\_\_ member of the Jammu Club, Jammu and hereby agree to be bound by the Bye-Laws and constitution of the Club, if selected,

- a) Applicant’s Name in full (In Block Letters) :- .....
- b) Father’s Name :- .....
- c) Applicant’s Occupation / Profession :- .....
- d) If in Profession name of Department / Rank :- .....
- e) If in Business name of firm & position :- .....
- f) Whether, you wish to be considered under wards Quota :- **Yes / No**  
(If yes, give membership No. of your father/mother) :- .....
- g) Age at the time of application / Date of Birth :- .....
- h) Name of the Spouse (in block letters) :- .....
- i) Date of Birth of Spouse :- .....
- j) Date of Marriage Anniversary :- .....
- k) Occupation / Profession of Spouse :- .....
- l) If in Profession, name of the Department/Rank of Spouse :- .....
- m) If in Business name of firm & position of Spouse :- .....
- n) Qualification  
(a) **Applicant**..... (b) **Spouse**.....  
**(Please enclose Qualification Certificate’s)**
- o) Address For  
(a) **Correspondence** :- .....
- (b) **Permanent** :- .....
- p) Whether the applicant is a member of another Club /Clubs :- .....
- q) Whether the applicant’s application for membership of this Club was rejected or withdrawn at any time : If yes, Give details :- .....
- r) Whether the candidate’s application for membership was rejected or withdrawn at any other Club if yes, give details :- .....
- s) Any other information :- .....
- t) Telephone No. Office ..... Residence .....  
Mobile No. of Applicant:- ..... E-mail address of Applicant:- .....  
Mobile No. of Spouse :- ..... E-mail address of Spouse :- .....
- u) Whether the candidate is an INCOME TAX payee  
**(Please enclose photocopy of Identity Card (for Official Category applicants)**  
**(Please enclose PAN No. I.T. Assessment Order / Return(for non official category applicants).**

Signature of Spouse

Signature of the Candidate

**DECLARATION**

We, the undersigned recommend the applicant for admission as a member of the Club. To the best of our knowledge, the particulars, given on the 1<sup>st</sup> page are correct. The applicant has attained the age of 21 years and is personally well known to us and is in our opinion a fit person to be admitted as a member of the Club.

Length of time known to proposer :- .....

Proposer`s Signature :- .....

Proposer`s Name (in block letters)/ Membership No.:- .....

Length of time known to Seconder :- .....

Seconder`s Signature :- .....

Seconder`s Name (in block letters)/Membership No.:- .....

**SUPPORTED BY**

**01** Name.....Membership No.....Signature.....

**02** Name.....Membership No.....Signature.....

**03** Name.....Membership No.....Signature.....

**04** Name.....Membership No.....Signature.....

Received Membership Form along with cash / cheque for Rs.....

Vide R.No..... Date..... and

the following enclosures

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Jammu :-

Date :-

**Authorized Signatory**

## APPENDIX - 'B'

### MEMBERSHIP FEE FOR DIFFERENT CATEGORIES

#### RESERVATION IN SUBSCRIPTION & ADMISSION FEE :-

**THE FOLLOWING SHALL BE THE FEE STRUCTURE IN RESPECT OF EACH CATEGORY.**

01	<u>Category of Membership</u>	<u>Admission Fee</u>	<u>D. Charges</u>	<u>Total</u>
a)	<b><u>Gazetted Officers</u></b> in-service or retired section 5(i) & (ii)	3000/-	+ 22000/-	25000/-
b)(i)	<b><u>Senior Executives</u></b> Central Govt. Public sector undertakings ( Section – 5 (iii) )	3000/-	+ 40000/-	43000/-
(ii)	<b><u>Senior Executives</u></b> State Govt. Public sector undertakings (Section – 5 (iii) )	3000/-	+ 29000/-	32000/-
c)	<b><u>Non Official</u></b>	3000/-	+ 97000/-	100000/-
d)	<b><u>Ward Category</u></b>	<b>Non-Official</b> <b>Official</b>	3000/- + 22500/- 3000/- + 22500/-	25500/- 25500/-
e)	<b><u>Corporate Member</u></b>	3000/-	+ 147000/-	150000/-
02(i)	<b><u>Short Term Member</u></b>	<b>Non-Official</b>	3000/- + 12000/-	15000/-
(ii)	<b><u>Short Term Members</u></b> Gazetted Officers (Official)		3000/- + 2000/-	5000/-
03	<b><u>Special Temporary Members</u></b>	1000/-	+ Nil	1000/-
04	<b><u>A Monthly Subscription shall be as under :-</u></b>			
a)	Member Rs. 215/- per month ( Rs. 200 + Rs. 5 Library + Rs. 10/- Games ).			
b)	Absentee Rs. 115/- per month ( Rs. 100 + Rs. 5 Library + Rs. 10/- Games ).			
c)	Above the age Exempted from subscription fee 65 years with 10 years standing as permanent member of the Club.			
05	<b><u>Games Charges :-</u></b>			

As may be fixed by Managing Committee / Sports Committee from time to time.

**GUESTS :**

**NOTE :-**

- a) **A** guest or visitor may not sign the name of member for any purpose whatsoever.
- b) **A** member introducing a Guest shall be personally responsible for all expenses incurred by his guest and for his or her observance of the Rules and Bye-Laws of the Club.
- c) **A** guest book will be kept at the reception counter and every member introducing a guest must enter therein his own name and address / particulars (designation) of his guests.
- d) **On** special occasions and / cases the Managing Committee shall have powers to suspend the operation of these Bye – Laws and allow non-members to use the Club, to attend entertainments or functions arranged by the Club.
- e) **Guest Fee** : As may be decided by Managing Committee from time to time.

**APPENDIX – `C`**

**FEE PAYABLE BY “TEMPORARY MEMBERS”**

Fees payable by Temporary Members shall be as under (to be paid in advance for every month) :-

- i) Entrance Fee : Nil
- ii) Monthly Subscription : Rs. 340/- per month or Rs. 15/- per day subject to minimum of Rs. 150/-.

**APPENDIX – `E`**

**FORM TO BE FILLED IN BY A VISITING MEMBER**

To

The Hony. Secretary  
Jammu Club,  
Jammu.

Dear Sir,

I am a permanent member of \_\_\_\_\_ and am on a visit to Jammu. I have brought a letter to credentials from the Secretary / President of the \_\_\_\_\_ with which your club has reciprocal arrangements and am appending the same to this application.

It is, requested that I may kindly be permitted to make use of this club for a period of \_\_\_\_ days, I shall, if permitted, abide by all the provisions of your constitution and bye-laws as far as the same relate to visiting members.

**:2:**

**FOLLOWING ARE MY PARTICULARS :-**

01 Name :- \_\_\_\_\_

02 Permanent Address :- \_\_\_\_\_

\_\_\_\_\_

03 Specimen signature :- \_\_\_\_\_

04 Present Address :- \_\_\_\_\_

\_\_\_\_\_

05 Address of atleast two :- \_\_\_\_\_  
persons to whom known in the state

06 Purpose of visit to this state :- \_\_\_\_\_

**Signature**