

**CONSTITUTION**

**&**

**BYE LAWS**

**OF**



**DUNES CLUB**



**Guru Kashi Marg, Civil Station  
BATHINDA.**

# **THE DUNES CLUB**

## **BATHINDA.**

- Rule 1.** The club shall be styled as "Dunes Club, Bathinda".
- Rule 2.** The object of the club will be to provide indoor and outdoor games and recreation to its members and to promote feelings of fraternity and friendship and to provide facilities of entertainment, bar, mess and residential accommodation for the benefit of its members.

### **MEMBERSHIP**

- Rule 3.** The membership of the club shall be open to both ladies and gentlemen above the age of 25 years with a minimum educational qualification ordinarily of Graduation or its equivalent. This will not apply to Gazetted Govt. or Commissioned Officers serving or retired. The President/ Executive Committee by 2/3rd majority may waive this condition in exceptional cases.
- Rule 4.** The members will be of the following categories:-
- (a) Full members.
  - (b) Temporary members.
  - (c) Honorary members.
  - (d) Officer members.
  - (e) Retired Officer members.
  - (f) Dependents.

**Note:-** (a) The honorary membership may be conferred on an outstanding personality of extra-ordinary status or in consideration of special services to the club for long. The club President (Ex-officio Deputy Commissioner) shall always be Hony. member.

(b) The dependents/children of the members between the age of 10 to 25 years shall be entitled to use the club for the Sports facilities only on an identity card issued by the General Secretary, on the written request, on the prescribed form, of the member/parents. The facilities of the Bar and Cards shall not be available to them. They must be dependent on their parents. They shall have no right to bring guest to the club.

**Rule 5.** Any person desirous of becoming a member of the club shall apply on the prescribed form. No application for membership shall be considered unless the name of the applicant for membership is proposed and seconded by two members of the club, one of whom must a member of the Executive Committee, except, in the case of Class I Gazetted Officer.

**Rule 6.** After an application has been scrutinised by the Screening Committee (to be formed and appointed by the Executive Committee) and the General Secretary, the later will put up the names of persons who have applied for membership on the Notice Board atleast one week before being considered by the Executive Committee, to enable members to file objections against the admission of any person. These objections if filed, will be duly considered by the Executive Committee before deciding the case, provided that if 50 or more members object to the admission of any person, the Executive Committee shall have no authority to accept his application.

**Rule 7.** All applications for membership alongwith the objections, if any, will be placed before the Executive Committee of the club whose decision, subject to the provisions of rule 6, while accepting and rejecting the application will be final. The decision accepting the application must be



supported by atleast a majority of 3/4th members present at voting. The voting shall be by secret ballot. The Committee may require the condition to present themselves before it for interview. No reason for rejection of the application may be assigned by the Executive Committee. The dependents of the members shall be given preference for admission.

**Note :—** The procedure prescribed in paragraphs 6 and 7 will not however, apply to requests for becoming Officer members. The President will also have power to admit/refuse to admit any application of any category without assigning any reason and observing the procedure prescribed in paragraphs 6 to 7.

**Rule 8.** Any person, whose application for membership has once been rejected, shall not be eligible to apply again for membership for a period of three years.

### **ADMISSION FEE AND OTHER SUBSCRIPTIONS**

**Rule 9.** Admission fee for full members shall be Rs. 10,000-00 except for the dependents, Officials holding transferable jobs in Govt. undertakings and Govt. Officials (Serving or retired) who shall pay as under :-

(a) Dependents	Rs.	5000-00
(b) Heads of Govt /Public Undertakings	Rs.	2500-00
(c) Govt. Officers.	Rs.	500-00
(d) Class 1 Gazetted/Commissioned Officers retired from the State/ Central Govt. services (including the Armed Forces)	Rs.	500-00
(e) Temporary members	Rs.	50-00

These rates can be changed by the Executive Committee.

The admission fee shall be paid within one month of the acceptance of the application for membership failing which the acceptance shall be deemed to have been cancelled.

- (f) Corporate Members Rs. 10,000-00 per Year

**Rule 10.** A temporary member shall be proposed and seconded like a full member and can remain, as such for a maximum period of six months only. Temporary membership shall, in no case, be beyond a period of six months. Persons residing in Bathinda shall not ordinarily be eligible for temporary membership.

**Rule 11. (A)** Every member shall pay the following monthly subscription :—

- |  |     |       |
|--|-----|-------|
| (a) Monthly subscription from a permanent member | Rs. | 50-00 |
| (b) Temporary member                             | Rs. | 60-00 |
| (c) Absentee member                              | Rs. | 25-00 |

These rates can be varied by the Executive Committee at any time.

- (B) The monthly subscription payable by playing members for Table Tennis, Badminton, the Cards, Billiards, Tennis, Squash or using the Swimming Pool shall be fixed by the Executive Committee from time to time. The subscription under Rule 11 (B) shall be payable only by the members who notify their choice to participate in any game. However, once a member has got his name entered, he shall be allowed to withdraw from any of the games by giving notice in writing to Secretary at least four days before the last date of the month (year in the case of swimming) and be liable for payment of the subscription under 11(B).



However, if no such notice is given, the member shall be liable to pay the dues under this rule.

12. A non-playing member may play tennis or squash for four days in a month on payment of Rs. 10-00 and Rs. 5-00 per day respectively. If he plays for more than four days a month, he will be treated as a playing member and charged as such

A non playing member comming for casual play shall sign in a register kept for the purpose indicating his intention. The rates can be varied by the Executive Committee at any time.

13. Monthly subscriptions and other dues will be payable by the end of each month. If the dues are not paid by the end of a month a surcharge of 10% will be charged from the member concerned. If the subscriptions and other dues are not paid for three months by any member, his name will be put on the Club Notice Board and he will be served with a seven (7) days notice of demand and in the event of his failure to make the payment thereof, within 7 days of the receipt of the said notice or ten days from the date of despatch, his name shall automatically stand removed from the list of members and the Club shall have the right to recover the arrears from him. The President/ Executive Committee may remit the surcharge amount in exceptional circumstances

14. A member whose name has been struck off from membership for non-payment as per rule 13 shall be eligible for re-admission as a new member provided that before applying, he clears up all his previous accounts of all subscriptions and other bills and pays fresh admission fee of Rs. 2500-00 alongwith his application which must be made within three months of the termination of his membership. The President/Executive Committee may remit the readmission fee in exceptional circumstances.

**Rule 15.** If a member proceeds out of Bathinda temporarily for a period not less than 6 months, he may continue to be a member (absentee member) on payment of retention fee of Rs. 25-00 P M. and he will not be liable to pay other monthly subscriptions provided he gives due notice to this effect to the General Secretary.

**Rule 16.** Wife of a member will be automatically treated as full member of the Club of the same category as her husband without payment of ordinary Club subscription. She will pay for the games and other subscriptions provided in clause (B) rule 11. She will, however, not be entitled to vote. In case of death of a member, his widow, if desirous of becoming a member, shall be admitted as member without payment of admission fee.

#### **GUESTS :**

**Rule 17.** Local residents of Bathinda shall not ordinarily be introduced as guests except on special occasions notified as such by the General Secretary. A member may bring guest or guests to the Club subject to the conditions that the same person/guest cannot use the Club in the same Calender month, for more than three days in case he is a local resident/guest and more than seven days in case he is not a local resident/guest. No local guest shall be allowed to play cards or to use the Bar facilities. No person whose application for membership of the Club has been rejected by the Executive Committee, or has been expelled from this or any other Club can under any circumstances, be introduced as a guest in the Club. Host member shall be held responsible for all acts committed or debits incurred by the guests. The guests shall be liable to pay for the games etc. (excepting cards in case of local guests) as provided for the members themselves in rule 11 (B). The Executive Committee may by a majority vote, decide



that any guest or any relative of a member may not use the club. The Executive Committee may fix suitable fee for the entry of guests. Members will have access to the Municipal Swimming Pool.

**Note :—** Member of the family entitled to use the Club free include wife, sons and unmarried daughters. In the case of son, if he may be dependent upon his parents and is not above the age of 25 years. The Executive Committee may, likewise, allow any other dependent member of the family to use the club, such as father, mother, brother or sister for four days in a month.

#### **CLUB TIME :**

Rule 18. The club timing will be from 11-00 A.M. to midnight.

#### **REMOVAL FROM MEMBERSHIP :**

Rule 19. The Executive Committee by its resolution or the President by an order in writing (the later for suspension only) suspend or remove any member of the Club from the membership or take any other appropriate action against him for any of the following reasons :

- a) For his conviction for any criminal offence involving moral turpitude or corruption.
- b) For his misbehaviour or indiscipline which term will include use of abusive language use and/or show of force, assault on any one in the club, deliberate violation of the rules and regulations of the club and publication of false and defamatory material.
- c) For his being adjudicated as an insolvent.
- d) For his being dismissed from Government.
- e) For his being insane.
- f) For his having given false/wrong particulars in his application for admission to the club.



- g) If his holding a responsible position in the Executive Committee, for his having been found guilty of misappropriation of the club assets or being negligent in any duties which result in damage or loss to the Club funds or proportion or is guilty of breach of trust or tempering with club records or removing or destroying them.
- h) Non-payment of dues as per Rule 13. Ordinarily, the defaulting member shall be served with a show cause notice before he is suspended. A defaulting member (except under clause (h)) before he is removed may be suspended. The show-cause notice shall be sent to the defaulting member under registered post and also under a certificate of posting and a copy of the show-cause notice shall be pasted on the Notice Board also requiring the member to give a reply to the show-cause notice within a specified period of time from the cause date of receipt or display of the notice on the Notice Board, whichever is earlier. The show cause notice and replay, if any shall be considered by the Executive Committee and and the defaulting member may be removed or other wise from the membership of the club by 3/4th majority of members of the Executive Committee present in the meeting.

The decision of the Executive Committee shall be communicated to the member by registered post and shall also be placed on the Notice Board. The defaulting member, if he is aggrieved by the decision of the Executive Committee may make a representation to the Executive Committee within one month, to reconsider the resolution of removal. The decision of Executive Committee on his representation shall be final and

irrevocable. A member removed shall not be admitted as a guest.

A member may resign from the membership at any time of his own volition. He must clear all club dues and return the Identity Card before the resignation is accepted by the President/Executive Committee.

## **GENERAL BODY MEETING**

Rule 20. The annual General Body Meeting of the Club should be held every year in the month of Nov. preferably on 2nd Sunday to consider :—

- a) Statement of accounts as well as assets and liabilities, which will be laid before the meeting of the outgoing Executive Committee prior to 31st of Oct.
- b) Annual report on financial position and club activities.
- c) Any other matter, which the Executive Committee may put on the Agenda.
- d) Any other matter with permission of the chair. At least 14 days notice specifying the date and time of the meeting and the agenda shall be put up on the Notice Board. The meeting place will be the club premises.

Rule 21. An extraordinary general meeting may be called by the Executive Committee at any time by giving 7 days notice. It shall also be called at the requisition of at least fifty members who are not in arrears. A notice as prescribed for the annual general meeting will be issued in such a case.

## **QUORUM**

Rule 22. Quorum for a General Body meeting. will be 1/5th of the existing member (excluding absentee, dependent members



and defaulters). If within half an hour from the time appointed for the General Body meeting, the quorum is not complete, the meeting shall stand adjourned to next Sunday at a time half an hour later than the time fixed earlier at the same place and if at such adjourned meeting, the quorum is not present, the quorum shall be the members present and they would transact the business for which the meeting was called.

### **RIGHT OF VOTE**

**Rule 23.** Members of more than three months standing are entitled to take part at the General Body meeting and to Vote in the general election. Members, who are in arrears shall not be entitled to exercise this right till they have paid the dues. Absentee members and dependent members will also not be entitled.

### **EXECUTIVE COMMITTEE :**

**Rule 24.** The Deputy Commissioner of Bathinda shall always be the President in his ex-officio capacity. In addition there shall be an Executive Committee which consist of the following office bearers :-

- a) Senior Vice President.
- b) Vice President.
- c) General Secretary.
- d) Joint Secretary.
- e) Sports Secretary-Must take part in Squash, Table Tennis, Tennis or Badminton).
- f) Treasurer.
- g) Bar Secretary.
- h) Mess Secretary.
- i) Eight other members of whom six will be elected and two nominated by the President.



**Note:—** In the event of nomination under Rule 27 the term 'elected' used in this rule will be construed as nominated. No member shall file nomination to contest more than one office. No office holder or member will be elected for more than two consecutive terms. This restriction will, however, not apply in the case of nomination.

## **MANAGEMENT :**

**Rule 25** The Executive Committee shall meet atleast once in a month and also when called by the General Secretary under orders of the President who shall be the head of the management. It shall also be called on a requisition from three members of the Executive Committee. Five members will form the quorum of which atleast 3 must be Officers. Each member of the Executive Committee shall have one vote and there shall be no vote by proxy. In case of equality of votes, the Chairman of the meeting shall have a casting vote. If a member of the Executive Committee fails to attend three consecutive meetings of the Executive, without prior permission he shall be dropped and the vacancy caused shall be filled by nomination by the President for the remaining period of the term.

**Rule 26.** The General Managment and supervision of the club shall be in the hands of the Executive Committee. The day to day administration will be in the hands of the General Secretary and/or any Officer appointed by the Executive Committee. He shall incur all necessary expenses in respect thereof with the general approval of the Executive Committee.

## **TERM OF THE EXECUTIVE COMMITTEE**

**Rule 27.** The Executive Committee will hold office till the next general elections, unless they resign or are removed

earlier by the General Body. Occasional vacancies may be filled in by nomination by the President. On the resignation or removal of the Executive Committee and till the general election the President may nominate the Executive Committee the term of which should not exceed six months but not more than a year in any case. The President (Deputy Commissioner) shall have full powers of General Body under this rule.

### **AUDIT AND ACCOUNTS**

- Rule 28.** a) All the club accounts will be duly and properly maintained at the Club Office under the supervision of the General Secretary and the Treasurer who will be responsible for all the receipts and disbursement.
- b) Monthly income and expenditure figures will be laid before the Executive Committee by the Treasurer.
- c) The accounts of the club will be open to inspection by the member with reasonable notice.
- Rule 29.** The club funds will be kept in deposit with the State Bank of Patiala, Civil Lines, Bathinda. The General Secretary and the Treasurer will jointly operate this account. The President may authorise any other member also of the Executive to operate the account jointly with the General Secretary.
- Rule 30.** The accounting year will be from 1st April of a year to 31st March of the following year. At the close of each financial year, the General Secretary will place the accounts with an Auditor, appointed by the Executive Committee for audit purposes. The accounts alongwith the Auditor's report shall be put up before the Executive Committee by the end of June for necessary action. This alongwith the action, if any, by the Executive Committee shall be put before the next annual general meeting for such directions as the the meeting may deem fit to give.



### **CLUB PROPERTY AND PERIODICALS :**

Rule 31. No member of the Club or his relative or his guest will remove or spoil or otherwise tamper with or damage any club property including books, periodicals etc. No periodicals will be removed from the club premises. Library books will be issued to members only on a written requisition by them, according to the rules made by the Executive Committee in this respect.

### **REMOVAL OF CLUB PROPERTY :**

Rule 32. Any member of the Club found to be taking home periodicals or any other Club property without proper permission or otherwise damaging or spoiling the property of the Club shall be liable to be removed from the membership.

### **DISPOSAL OF USELESS CLUB PROPERTY :**

Rule 33. Used tennis balls, playing cards, old periodicals etc. may be disposed of by the General Secretary to the members of the Club at the rate fixed by the Executive Committee. Other useless articles left over shall be put to auction limited to club members. Only the useless articles left over after the auction to the members may be reauctioned publically.

Rule 34. The Executive Committee may from time to time fix the salaries and wages of the club employees. All employees shall be under the administrative control of the Officer appointed under Rule 26. Appeal, if any, against his order shall be heard by a Sub Committee comprising the General Secretary and two members of the Executive Committee to be nominated by the President.

Rule 35. The constitution and by-laws may be revised or amended by the General Body on the recommendation of the Execu-



tive Committee. No amendment from a member shall be considered unless communicated to the General Secretary at least seven days before the date of the General Body Meeting. In an extra ordinary situation, any order passed by the President (Deputy Commissioner) in the Club interest shall be valid. The President shall exercise full powers of the Executive Committee and the General Body under this or any other Rule.

- Rule 36. Necessary instructions may be issued and by-laws made and amended from time to time by the Executive Committee for the efficient and normal working of the Club so far as they do not contravene provisions of the Constitution.

### **ENTERTAINMENTS**

- Rule 37. The Executive Committee may decide to hold any function or entertainment etc. and incur necessary expenditure from the Club funds or ask for contribution. Sufficient advance notice of such functions will be given to members of the Club and a notice to this effect will be put up on the Club Notice Board.

### **MISCELLANEOUS**

- Rule 38. If a member fails to pay up his dues for the period of his membership, the members who proposed or seconded him will be liable to pay up his dues as if they were their own dues.

### **PROCEDURE FOR ELECTIONS**

- Rule 39. The Club election will take place in the month of September for the election of the new Executive or as fixed by the Executive Committee but not later than 31st December in any case.

The Executive Committee shall, well in time, appoint two Returning Officers other than members of the Executive Committee, who shall preferably be Law Graduates or Class I Gazetted Officers to conduct the election.

- a) The Election Programme indicating dates of receiving nomination or scrutiny or withdrawal etc. will be announced well in time.
- b) The Nominations duly proposed and seconded by members who are not in arrears, absentee or dependent will be received at least 15 days earlier than the elections date.
- c) Names of candidates who are themselves in arrears or are proposed or seconded by a member who is in, arrears, or absentee or dependent will be rejected.
- d) Names of candidates after the withdrawal date after being scrutinised by the Executive Committee or the President will be put on the Notice Board atleast 7 days before the election date.
- e) The Returning Officer/Officers shall not contest the election and the candidature of any candidate proposed or seconded by him/them shall be rejected.

**Rule 40.** The outgoing Secretary and other office bearers shall hand over the charge to their successors immediately on notification of the results of election or nomination failing which the successors will take over the charge on their own and bring to the notice of the President and the new Executive Committee, any shortage in the club funds or properties etc.

#### **USE OF CLUB BY CHILDREN**

**Rule 41.** No child shall be allowed in the Club except on picture days and special occasions, as notified by the Executive Committee, from time to time. The children should be



accompanied by the members themselves or their servants. They shall confine to such parts of the club, as are allotted them. They shall, in no case be allowed in the Rummy, Bridge, Billiard or Bar rooms. If a child violates the rules of the club or damages any of its property, parents may be asked by the Executive Committee not to bring that child to the club.

### **REPEALS**

Rule 42. All such resolutions passed by the Executive Committee or the General Body of the Club and all such provisions and regulations as are expressly or impliedly, contrary to the rules contained in this constitution are hereby repealed and shall be ineffective and void.

## **Bye Laws of The Dunes Club, Bathinda**

### **NOTICE BOARD :**

Rule 1. All notices intended for the Club Notice Board will be sent to the General Secretary or the Officer incharge (Adm.) for initiating and posting. Private notice will be displayed on the Club Notice Board for a maximum period of seven days.

### **BREAKAGES**

Rule 2. Breakages or damages to the club property caused by any member negligently but unwilfully may be charged to such member at cost price. But wilful damage or breakage will be brought to notice of the Club Executive Committee for necessary action.

### **DOGS ;**

Rule 3. Dogs shall not be brought into the Club under any circumstances. This applies to other pet animals also.



**CLUB EMPLOYEES :**

- Rule 4. Club servants shall not be used by any member for any duty other than those in connection with Club except with prior permission of the General Secretary or the Officer incharge (Adm.) (General Manager).
- Rule 5. Members are not allowed to ill-treat any of the Club servants, Any breach of this rule shall be taken notice of by the management.
- Rule 6. A member having complaint against a Club should report it to the General Secretary in writing and shall not on any account interfere with any of the Club servants, in the Club premises.
- Rule 7. All full time Club employees will be entitled to one month's leave with pay or one month's pay in lieu thereof after the expiry of each full year of service.
- Rule 8. The Club employees will be entitled to one winter uniform every third year and one summer uniform every year.

**COMPLAINTS**

- Rule 9. If a member has a complaint or suggestion to make it should be made in writing, signed legibly, dated and handed over in the Club Office.

**LIBRARY**

- Rule 10. a) The Club library shall be supervised by the General Secretary with the assistance of the Club Clerk.
- b) The Members, in whose name any book is entered in the Ledger, will be held responsible for it until returned.
- c) All library books shall be kept under lock and key and only issued by the clerk at the specified hours.
- d) No member shall have more than two Volumes,

- e) No member shall be permitted to keep books in his possession for more than three weeks. If the books are not returned on expiration of the specified period, a fine of one rupee per book per day shall be levied on each volume up to fourteen days after which period the member concerned shall further be liable to be charged the price of the new copy.
- f) News papers and Magazines shall be available for reading at the Club premises only and shall not be taken home, except with prior permission.

### **BAR**

Rule 11. The opening and closing hours of the Bar shall be as notified by the excise authorities from time to time.

Rule 12. As per condition of the Bar, members or Guests under the age of 25 will not be served liquor in the Club. Any member offering drink to members or Guests under 25 will be taken notice of by the Executive Committee.

### **MOTOR PARK**

Rule 13. Members will park their motor in the parking place provided near the Club building. Sufficient space to allow cars to enter or leave the park, will be kept.

Members will also park their scooters, cycles, motorcycles in the parking place provided near the club building. Cars must, on no account, be left parked on the Club Road.

### **AUDIT AND ACCOUNTS**

Rule 14. The Executive Committee may fix reasonable fees to be paid to the Auditors for their services.

These rules and bye-laws will take effect from the 1st January, 1995.

(Amarjit Singh)

President

(S. K. Jaidka)

General Secretary





