

CONSTITUTION, RULES & REGULATION

(The Rules & Regulations are included with Constitution)

1. NAME

The name of the club shall be "Field Club". It will be located and established in Udaipur.

2. OBJECTS

The objects of the club are to provide recreation, physical and literary benefits & opportunities for social & cultural interaction to the members & their families and the avenues to achieve these objects shall be:

- i. To raise funds required for the running of the club and invest its funds in a manner considered reasonable and proper.
- ii. To construct new buildings or acquire immovable properties or to add, alter, maintain or do any other act in respect of them and to do similar in respect of moveable properties.
- iii. To provide facilities for games, sports and athletic pastimes and for dramatic, literary and other social entertainments
- iv. To provide means for improving the health and physique of the youth through the medium of sports and games of all kinds.
- v. To arrange for Training Camps in sports and games and engage coaches for the training of the youth.
- vi. To maintain and provide facilities of "Food & Beverages" outlets.
- vii. To maintain and to provide Lawns, Conference Halls & Guest Houses for social / cultural causes to the members & their families.
- viii. And to arrange such activities as are intended or likely to help in realization of the club objectives.

3. PRESIDENT

His Highness The Maharana Sahib of Mewar shall be the President of the Club.

4. MEMBERSHIP

The Membership of the club is open to all persons who are 21 years of age or above (18 years in case of Dependent as Ordinary Member) and who are admitted as members under Rule 5 or 6.

5. ADMISSION OF MEMBER

(A) The membership of the Club is open to all persons with a minimum qualification of higher secondary (10+2) and has not been convicted for any criminal conduct under CRPC.

The Procedure for admission of Ordinary Member will be as follows:

- i. A person wishing to become a member of the Field Club shall apply in the prescribed application form which is to be obtained from the office of the club. The application form along with requisite entrance fees with supporting papers evidencing age, qualification, character certificate from the nearest Police Station have to be submitted to the Club Office. An undertaking is to be submitted that no criminal case is pending in any court of India.
- ii. The application shall be proposed and seconded by ordinary members.
- iii. The Honorary Secretary shall enter the Candidate's name in a Register maintained for the purpose.
- iv. Thereafter the Honorary Secretary shall request such candidate to meet the members of the Executive Committee in the meeting called by Honorary Secretary & to introduce himself with the spouse (if married). A notice shall be put on the Notice-Board announcing the names of the applicants selected for membership by the Executive Committee.
- v. The members of the Executive Committee shall enroll new member by election through secret Ballot.
- vi. Ballots signed by the Honorary Secretary shall be placed in the Sealed Ballot-box (Provided for the Purpose) by the member of the Executive Committee within a period of 15 days from the date decided by the Executive Committee for the selection of new member or Members.
- vii. Ballot-Box will be opened in the presence of the Vice-President or the Honorary Secretary & any other two members of the Executive Committee. The ballots shall be destroyed after recording the result of the selection after the expiry of the date of opening.
- viii. A new member shall be deemed to have been selected as a member if he secures a minimum two third of majority of the votes cast by the member of the Executive Committee and his selection will be communicated at the address mentioned in the application form. The Honorary Secretary will also likewise inform candidates not so elected likewise.
- ix. The names of the candidates declared elected as members shall be displayed on the club notice board.

- x. The elected candidate shall, however, be accepted as a provisional member of the club, only from the date he deposits the requisite admission fee and the yearly subscription in the club office.
- xi. The members of the Executive Committee shall grant provisional Ordinary membership to the qualifying candidates of Ordinary Member. The provisional membership shall continue for two year. On satisfactory completion of two years, the provisional member will automatically become ordinary member and will be entitled to vote in ensuing elections of executive committee members.
- xii. The total number of new ordinary members enrolled during a year shall be against retirement of existing members. However, this shall not include Corporate Memberships.

(B) The Procedure of admission of Dependent as Ordinary Member will be as follows:

- i. A dependent wishing to become a Dependent as Ordinary member of the Field Club shall apply in the prescribed application form to be obtained from the office of the club. The application along with requisite entrance fees and supporting papers evidencing age and qualification, character certificate to be submitted to the Club Office.
- ii. The application shall be proposed by the Father/Mother of the applicant who is the Ordinary Member of the Club and such proposer should not have any dues of Club as on the date of application.
- iii. The Honorary Secretary will verify the details of the application and if satisfied, he shall enroll such applicant as Member of the Club, subject to payment of admission fee and annual subscription.
- iv. The membership of such Dependent as Ordinary Member shall be provisional membership for first two years. On satisfactory completion of two years, the provisional member will automatically become ordinary member and will be entitled to vote in ensuing election of executive committee members.

6. CLASSIFICATION OF MEMBERSHIP

There shall be the following classes of members:-

A) Honorary Member:-

- i) The Executive Committee may with the approval of His Highness the President elect a person or persons as Honorary Members of the Club for their high personal attainment or distinguished position or meritorious service to the Club or the country.

- ii) Honorary Members will be entitled to all the privileges and amenities of the club, but will not pay any subscription or admission fee for their membership.

B) Ordinary Member:-

- (i) An Ordinary Member (Male/ Female) of the club is one who has enrolled himself as member of the club under the prevalent rules and regulations of the club and who pays yearly subscription as prescribed under the club constitution/rules etc.
- (ii) Any son or daughter, between the age of Eighteen and Twenty Eight years as provisional ordinary member and if the said ordinary member has been continuously member for more than 24 months, are eligible to convert to Ordinary Member by paying special membership subscription as decided by General body meeting from time to time. Such subscription will be 10% of the then prevailing ordinary membership fees.

C) Temporary Member:-

A Temporary member is a person who is admitted to member for a temporary period not exceeding three months. This period, in special cases, may be extended to maximum of six month at the discretion of the Honorary Secretary.

D) Dependent Member:-

Any son/daughter of a member who is below the age of twenty eight years or before his/her marriage (whichever is earlier) and who depends for his livelihood on the same member of the club is a dependent member. On completion of the age of twenty eight years his /her dependent membership will automatically cease and his/her name will be struck off from the register/ data of dependent members. Only one Spouse of ordinary member would be treated as dependent member.

E) Life Member:-

No member will be enrolled as Life Member of the Club. However, the members already enrolled as Life members shall continue to remain so and will continue to enjoy all the privileges and amenities of the club as may be allowed to ordinary Member.

F) Playing Member:-

A Person may be enrolled as a playing member in the club for the games of Tennis and squash only. Such playing members shall pay fee as prescribed by the Executive Committee from time to time and shall be allowed to participate on the conditions laid down in the game or games for which a playing member has been enrolled but such playing member shall not be allowed to make use of any facility of the club except those incidental for his participating in the game or games for which he has been enrolled as playing member.

G) Corporate Member:-

Any Corporate Body registered under Companies Act-1956, having National/ International reputation fulfilling following norms:-

- i) Annual turnover:-In case of manufacturing, service, trading organization Rs.5 Crore above for past three consecutive years;
- ii) Having paid up capital of Rs. 50 Lakhs and above;
- iii) Having its establishment / Branch within 100 Kilometer radius of Udaipur,

Maybe enrolled as a Corporate Member by the Executive Committee after scrutiny,

The Corporate Member shall be entitled to nominate maximum two of its Directors / Senior Executives with single voting right. However no dependents/ dependents as Ordinary membership will be allotted to this Category.

H) Provisional Member:-

Any person who has applied for Ordinary Membership or Dependent as Ordinary Member of the club and who has been approved for Membership provisionally by executive committee/Honorary Secretary and who has deposited membership admission fees, he/ she will be a provisional member for first two years and will not have right to contest/vote in Club Elections and business meetings.

Member belonging to categories (A), (C), (D), (F) and (H) above (that is Honorary, Temporary, Dependent, Playing, Provisional Members) are not entitled to vote at business meeting of the club. They cannot appoint proxy and do not have voting powers.

Transfer of Membership:

- (i) In case of death of an existing member, his club membership will be transferred to one person on receipt of written request from the claimant, provided that all Club dues / Liabilities have been cleared before applying for such transfer. For the purpose of such transfer, first preference shall be given to the spouse of such member.

If the deceased member is not survived by a spouse, then the membership may be transferred to any of the one surviving son/daughter/paternal grandson/paternal granddaughter on payment of 10% of the prevailing admission fees. The person staking claim will have to furnish No Objection Certificate from all other possible claimants. No claims for transfer of deceased member's membership will be tenable one year after the death of member.

- (ii) In case of existing member who has completed 25 years of continuous and uninterrupted membership, wishes to transfer his membership to any one of his Son, daughter, paternal grandson and paternal granddaughter may do by giving a written application and on payment of 10% of the prevailing admission fees. Such application shall be accompanied by No Objection Certificate from Spouse and all other Sons, daughters, paternal grandsons and paternal granddaughters.

Retirement of Member:

An existing member who has completed 25 years of continuous and uninterrupted membership is eligible for retirement scheme. The retiring member will be paid a sum equivalent to 50% of the prevailing admission fee for an ordinary member (Subject to

Statutory Deductions, if any). The benefit of retirement will be extended on receipt of written request from members and will be given on first come first serve basis. This scheme will be extended only when New Ordinary Member replacing the retiring member is admitted to Club.

7) FEES AND SUBSCRIPTIONS

Admission Fees and annual subscriptions for the membership of the club in any category shall be sum or sums as may be fixed in the General Meeting of the Club.

The Present Fee structure is as follows

A) Admission fees

- i) Ordinary Member -Rupees 5,00,000/- (Rupees Five Lakhs Only)
- ii) Dependent for conversion to Ordinary Member- 10% of Ordinary Member Admission Fees
- iii) Temporary Member- Rupees 4,000/- (Rupees Four Thousand Only Per Quarter Non Refundable)
- iv) Corporate Member- {Four times of Ordinary Membership Fees i.e. Rupees. 20,00,000/- (Rupees Twenty Lakhs Only)
- v) Playing member: To be decided by executive committee from time to time

All taxes, as applicable, will be charges extra.

B) Annual Subscription

Ordinary Member and Provisional Member will pay Rupees 2400/- as Annual subscription.

Existing Life Member will not be liable to pay Annual subscription.

Corporate Member will pay Rupees 9600/- as Annual Subscription.

C) Function Fees

Function fees for all type of members will be decided by executive committee from time to time. The charges so decided shall be ratified at next Annual General Meeting.

Presently, Ordinary Member and Provisional Member will pay presently Rupees 300/- per year as Function Fees & Rupees 200/-per year as Garba fees.

Existing Life Member will not be liable to pay such charges but the coupons would be chargeable at all Functions.

Corporate Member will pay Rupees 1200/- as Function Fees & Rupees 800/-per year as Garba Fees.

Existing Life Member will not be liable to pay such charges but the coupons would be chargeable at Functions.

D) Payment of Fees

The subscription, Function and Garba bills shall be raised in the month of May and would be payable according to payment date, which will be as follows:

- i) 25% incentive on club fees if paid on or before 31st July of same year.
- ii) Nil Incentive on club fees if paid during 1st August to 30th September of same year.
- iii) 25% penal charges on club fees, if paid between 1st October to 30th November of same year.
- iv) In case of non-payment of dues up to 30th November, the member's name will be removed from the club roll and the readmission of such member will be strictly as per Rule 17 B (ii) (e).
- v) Senior members, who have completed the age of 60 years during any financial year will pay 30% of prevailing fees of an ordinary member only as Annual Subscription from the next financial year in which they have completed 60 years of age. Also they shall not be liable to pay Function/Garba Fees from the next financial year in which they have completed 60 years of age. The member has to submit application along with his age proof at club office to avail this benefit.
- vi) Very senior members, who have completed the age of 70 years during any financial year will pay 10% of prevailing fees of an ordinary member only as Annual Subscription from the next financial year in which they have completed 70 years of age. Also they shall not be liable to pay Function/Garba Fees from the next financial year in which they have completed 70 years of age. The member has to submit application along with his age proof at club office to avail this benefit.

All Subscriptions and Fees will be payable yearly in advance every year. Any Tax levied by Central or State government is payable extra by members. The bills for annual subscription will be raised in the month of May and members shall have to pay their dues including the penalty if any by 30th November of that year. If any member fails to pay his bill in time as proposed above then proceeding for default against him will be initiated as mentioned in para 17 (B) (ii) (d).

Annual Subscription, Function Fees and Garba Fees will increase every year by 10% annually. The increased yearly subscription, Garba and function fees will be added and then rounded off to the nearest Ten Rupees.

All other fees and charges for the utilization of the amenities provided by the Club shall be such sum or sums as may be prescribed under the Bye-Laws of the club framed by executive committee from time to time.

All Subscriptions thus calculated by and shall become payable at the beginning of each calendar month.

8) GENERAL MEETINGS

- A)** Members of the Club assembled in General Meetings are collectively responsible for the general policy and management of the club.
- B)** No special business other than specified in the notice by the Executive Committee, shall be transacted in the Annual General Meeting of the club, unless a notice proposing a special business is given by any Member to the Club at least 15 days before the date of meeting, clearly specifying the nature of business. On receipt of such notice the Executive Committee shall put on the Club Notice Board of that notice at least 7 days before the meeting. However Chairman of the meeting can permit any other matter to be discussed at his discretion.
- C)** In case of default in holding the regular Annual General Meeting or requisitioned General Meeting, the Executive Committee shall not have any power or authority to incur any expenditure of Capital nature and the day to day affair of the club will be managed, as mentioned in Para 9 J (21) of the constitution of the club.
- D)** There shall be at least one General Meeting of the club to be called Annual General Meeting which shall be held in the August.

ANNUAL GENERAL MEETING

This general body meeting of members shall be held every year in the Month of August.

The following business shall be included in the agenda and disposed of, at the Annual General Meeting of the Club.

- a) To read the minutes of last Annual General Meeting
- b) To receive & adopt the Auditor's Report and Audited Accounts of the club for the previous financial year.
- c) To approve the Annual Budget of the current financial year.
- d) To receive a statement of Income and Expenditure for the first four months of the year.
- e) Appointment of an Auditor and fixing their remuneration.
- f) To consider any changes in the Constitution, Rules and Regulations.
- g) To ratify the changes made by executive committee in the Bye Laws.
- h) To consider any other matter of an urgent nature, which in the opinion of the chairman of the meeting, may be appropriate.

- i) A copy of Audited Balance sheet, Audit Report, Proposed budget & Agenda should be sent to all members with Notice of Annual general meeting.

Note: A copy of approved minutes will be placed at Club notice board within 30 days of AGM. After display of 15 days, approved minutes will be registered with Registrar of Societies and implemented.

E) EXTRA- ORDINARY GENERAL MEETINGS

- i) **An Extra-ordinary General Meeting** of the Club may be convened by the Honorary Secretary after obtaining the consent of the Vice-President when it is considered necessary by them.
- ii) **An Extra-ordinary General Meeting** of the club shall be convened within one month of receipt by the Honorary Secretary of a requisition for calling such a meeting signed by not less than 100 members of the Club.
- iii) On the failure of the Honorary Secretary to convene requisitioned Extra-ordinary General Meeting within 30 days, the requisitioners shall themselves convene meeting & shall send the notice of meeting to all the members of the club. All cost and expenses of such meeting shall be borne by the club.

- F) There shall be a BIENNIAL Election Meeting on Second last/ Last Sunday of March every second year to elect the Executive Committee.

BIENNIAL ELECTION MEETING

This shall be held every 2nd year on the second last / last Sunday of March, where the election of the Office Bearers and the Members of Executive Committee will be held according to the rules and Bye-laws of the Club and bye-laws which may be in force from time to time. No other business except election and announcement of result of election will be conducted at Biennial Election Meeting.

The date of handing and taking over charge will be on 1st April following the date of election meeting.

NOTICE OF THE MEETINGS

The Honorary Secretary shall give at least one month's notice for the Election Meeting and twenty one days clear notice of the Annual General Meeting and Extra-ordinary General Meeting to each member. Such Notice shall be dispatched by post under Postal Certificates or through advertisements in the daily News Paper (having wide circulation) or can also be sent by courier. Such notice shall also be placed on Club Notice Board/Website.

G) QUORUM

- i) The Quorum for every General Meeting of the Club shall be of 100 (One Hundred) members and if no quorum is present within half an hour of appointed time, then the meeting shall be adjourned. No quorum will be deemed necessary for an adjourned meeting reconvened for want of quorum and for transacting the business notified in its agenda.
- ii) In case of requisitioned Extra-ordinary General Meeting, if quorum as prescribed is not present within half an hour from the time fixed for the meeting, the meeting shall stand cancelled.

H) CONDUCT OF MEETING

- i) A copy of the Notice of a General Meeting (Biennial, Ordinary or Extra Ordinary) with the agenda, along with the list of the resolutions or amendments to be moved and other business to be transacted at the meeting shall also be put up on the Notice Board not less than a fortnight before the date of the meeting.
- ii) The Vice-President of the Club shall preside in the General Meetings. When the Vice-President is absent, the members shall elect one of its senior members present as the Chairman.
- iii) The minutes of the matters transacted at any General Body Meeting shall be put on the Notice Board within 30 days from the date of the meeting.
- iv) Minutes of all the matters transacted at any General Meeting shall be maintained and preserved and shall be signed by chairman of the meeting within 30 days from the date of the meeting.
- v) No member can send a proxy to vote on his behalf in any of the General Meetings.

I) ADJOURNED MEETING

If a General Body meeting (Annual General or Extra Ordinary) cannot be held for want of Quorum, the members present may on a formal proposal being made and duly seconded decide to adjourn the meeting to be held after ½ hour on the same day and place. In the adjourned meeting no new item except the circulated agenda will be considered. The chairman of the General Meeting may, with the consent of the members present, adjourn that meeting to be held on a subsequent date at a specified time, for lack of time or otherwise, if it is considered inadvisable to continue to conduct the business of the meeting. In such case it shall not be necessary for a formal notice to be given to the members.

J) VOTING

At all General Meetings, the voting, except for the election of office bearers and the members of the executive committee shall be by show of hands, unless it is otherwise directed by the chairman or at the requisition of not less than 50 members present at the meeting in which case voting shall be by ballot.

In case of tie during Voting, the chairman of the meeting shall be entitled to a second casting vote.

9) MANAGEMENT

A) The affairs of the club shall be managed by the General Body of Members through an Executive Committee which is elected at the BIENNIAL Election Meeting according to the rules of the club in force from time to time.

B) The Executive Committee shall be responsible for carrying out the decisions of the General Meetings and for the efficient management of all the affairs and activities of the club, including the raising of funds, realization of subscription, maintenance of accounts and records, proper care of the club property, appointment, control and discipline of the staff etc. & shall exercise such powers as are necessary for the efficient discharge of these functions.

C) The Executive Committee of the club shall Consist of :-

- i) Vice President who is also the chairman of the Executive Committee
- ii) Honorary Secretary
- iii) Joint Secretary
- iv) Treasurer
- v) Seven elected executive members of the Club
- vi) Retiring Vice President and Honorary Secretary shall be Ex-Officio Members of the Executive Committee and who shall not have voting rights.
- vii) Six Ordinary Members, Out of them Two Ladies (wives of the club members / Lady members / Dependent Girls) to be co-opted as members of the Executive Committee with No Voting rights. These members will be co - opted by Honorary Secretary with the consent of Elected Executive Committee.

N. B. The Executive Committee consisting of members mentioned in (i), (ii), (iv) & (v) shall choose the Joint Secretary mentioned in (iii) out of a penal of 4 members to be proposed by the Honorary Secretary. The Joint Secretary shall also be a member of the Executive Committee.

D) THE VICE PRESIDENT

The Vice President shall exercise general supervision over the affairs of the club, preside at its general and executive committee meetings and conduct the proceedings.

He will also visit the club from time to time, supervise & advice the proper functioning of the club i.e. all administrative, financial & operational matters of the club. He shall guide, Control and supervise the activities of the club. In general he shall be responsible to the general body regarding the smooth functioning of the club.

E) HONORARY SECRETARY

The honorary Secretary shall be the principal executive & administrative officer of the club & shall exercise such powers & discharge such functions under the general directions of the executive committee as are necessary for proper discharge of his duties.

- i) To Plan, carry out the organization and develop the Club.
- ii) To execute the decisions of executive committee, exercise general power over the working of the club, control the club establishment and look after the club property as a custodian.
- iii) To assign functions and duties to the club staff in consultation with the Vice President and the Convener of the subcommittee concerned.
- iv) To keep the President/Vice President informed of important events and developments in the club.
- v) To regulate the running of various games according to seasons.
- vi) To be an ex-officio member of all committees and sub-committees appointed by the Executive Committee or by the General Meeting of the Club
- vii) To appoint conveners of the sub committees subject to the previous approval of the executive committee and to co-ordinate their activities.
- viii) To keep minutes of all the meetings of General Body and the Executive Committee and get the approval at next concerned meetings.
- ix) To maintain a complaint book and see that it is kept at a conspicuous place in the club premises and placed before every meeting of the Executive Committee.
- x) To issue under his signatures such notices as may be necessary from time to time.
- xi) To call meetings of the Executive Committee and Annual General Body and BIENNIAL Election General Meetings in consultation with Vice President and as per provisions laid down in the Rules/Constitution.
- xii) To convene extra ordinary general meeting on receipt of 100 requisitions.
- xiii) To defend and take all legal actions on behalf of the club to ensure that revenue/capital expenditure is strictly adhered to sanctioned budget.

F) JOINT SECRETARY

Joint Secretary shall undertake such duties as may be assigned to him by the Executive Committee and shall generally assist the Honorary Secretary in the discharge of his duties. In the absence of Honorary Secretary, the Joint Secretary shall

discharge all the duties and functions assigned to the Honorary Secretary. His responsibilities shall, inter-alia, include

- a) He shall assist the Honorary Secretary in performing his duties and responsibilities.
- b) In the temporary absence of Honorary Secretary, the Joint Secretary will look at all the functions and duties of the Honorary Secretary.
- c) To look after all activities related to Sports and Games.
- d) To organize and manage all functions of Club.

G) TREASURER

- i) The Treasurer will be responsible for discharge of all the statutory liabilities i.e. Income Tax Act, The Central Excise and Service Tax Act, VAT, ESIC, PF, State Excise Act, Co Operative Societies Act, Shop and Establishment Act, Pollution Control Act and all other Acts of Government of India and Rajasthan applicable from time to time through adequate staff for the purpose.
- ii) He shall be responsible for maintaining the proper Accounts and their periodical Audit. He will assist in preparing the Annual Budget and presenting it in the general meeting for the necessary consideration.
- iii) He will take care of club recoveries as well as see the bills are properly verified before the payments made.
- iv) He shall suggest Secretary/Executive committee about new sources of revenue
- v) He should see that the funds of the Club are deposited at the earliest in the bank account of the Club according to the provisions of the rules and report any irregularity to the Executive Committee.

H) EXECUTIVE MEMBER

The Total Seven Elected and Six Nominated executive Members will assist Honorary Secretary to discharge his duties. All seven elected members will have Voting rights.

- D) The Executive Committee Meetings shall ordinarily be held at least bimonthly. If in the opinion of the Vice-President or the Honorary Secretary the business of the club makes it necessary or desirable, the Executive Committee will meet at shorter intervals. The Secretary will fix the time and date of the meetings after obtaining the Vice President's Consent. When the Vice President is absent, Members of the Committee will elect a chairman from among themselves to preside over its meetings.

J) POWER AND DUTIES OF THE EXECUTIVE COMMITTEE

The management and control of the club is vested in the executive committee which is the governing body of the club and who shall exercise all such powers and do all such acts and things as assigned to it by the bye-laws of the club in force from time to time and such as may be delegated to it by the general body from time to time.

Without prejudice to the general powers conferred by or implied in the last preceding rule the executive committee shall exercise and perform the following powers and duties;

- 1) To fix the strength of officers and staff and their remuneration, wages and other conditions of service from time to time.
- 2) To appoint and take disciplinary action against or terminate or dismiss the officers and other members of the staff from time to time.
- 3) To make, alter or repeal the bye-laws not inconsistent with provisions of the rules, as it may deem expedient or convenient for the proper conduct, management and control of the club. Such bye-laws shall come into operation at such times as may be determined by the Executive Committee but shall be placed before the General Body at the next Annual General Meeting for information and ratification.
- 4) To amend the order of Honorary Secretary when deemed necessary by not less than three-fourth majority.
- 5) To prohibit particular games on the Club premises entirely or at any particular time and regulate the rules to be observed.
- 6) To strike off the name of any member and suspend, if in its opinion, the conduct of any member is injurious to the reputation and interest of the Club, or in the event of any circumstance which is likely to disturb the order & harmony of the Club.
- 7) To write off in the accounts of the club, such sums, as it may deem expedient, in respect of bad and doubtful debts after making reasonable efforts for recovery but not exceeding Rs.20000/- (Rupees Twenty Thousand Only) in aggregate, However such information about such written off amount shall be placed before the next general meeting.
- 8) To regulate the enrolment of the members within the time limit fixed under the rules.
- 9) To appoint subcommittees for the activities of the Club and delegate to them such powers as may be deemed expedient.
- 10) To dispose of unserviceable articles or other such articles of the club.
- 11) To allow or refuse the use of any portion of the club building and its premises to any member or members of the Club for their own use or to an institute or organization of standing of repute for social gatherings or social function or entertainments on such charges as it may determine from time to time.
- 12) To determine, increase, reduce, alter, modify or vary the gym fee and guest fee from time to time
- 13) To determine, increase, reduce, alter, modify or vary the charges of letting out the Lawn, Conference Hall, Guest house etc.
- 14) To conduct or start any new activity for the betterment of the Club.

- 15) To grant license for running the Club canteen and bar on such terms as it deems fit.
 - 16) At any time or from time to time take legal proceedings for recovery of money due to the Club and to appoint and engage Council or Attorneys for the purpose and to delegate powers in this behalf.
 - 17) To prepare statement of accounts of the past year and the annual budget for the succeeding year and submit it to the General body.
 - 18) To invest and deal with any money of the Club only as FDR's in scheduled commercial banks.
 - 19) To collect donations from members for the betterment of the Club and its activities and to utilize the same for the purpose for which they were specifically collected.
 - 20) To enforce the rules and bye-laws of the Club.
 - 21) To control the finances of the Club within the limit of the budget passed by the General Body. The executive committee shall incur expenditure as per approved budget. However, escalation of up to 15% in expenditure will be allowed if it is deemed fit and proper for Club activities. If the amount spent is in excess of 15% without the prior approval of General Body, the matter will be placed before the next Annual General Body Meeting, which can censor or debar the committee members from contesting/standing in any election for a period of three years. Individual head of expenditure may vary but in totality the total of budget should not exceeded by 15%.
 - 22) To appoint internal auditor and to have continuous audit and obtain audit report every quarter and place the audit report on the Club notice-board for the information of members.
 - 23) The power and duties of Executive Committee should include the power to open and operate bank accounts in name and operate bank accounts in name of Field Club. The bank account should be operated by joint signature of two out of three elected office bearers i.e. Vice President, Honorary Secretary and Treasurer but the signature of Honorary Secretary will be compulsory.
- K)** The quorum for the Executive Committee meetings shall be of five voting members. Each member shall have one vote and in the event of the tie, the chairman shall have a casting vote.
- L)** All Office bearers and other members of the Executive Committee shall be elected at the BIENNIAL Election General Meeting for Two years.
- M)** Fresh elections shall be held on Second Last/ Last Sunday of March after completion of two years of last completed election.
- N)** Any casual vacancy in the Executive Committee of members and /or office bearers occurring between one ELECTION Meeting and another shall be filled by the executive committee of the Club as follows

- i) **Members of Executive Committee:** Any casual vacancy in executive committee caused due to resignation, death, an ex officio winning the election or by any other manner, shall be filled in by committee from among the Six co opted members, mentioned in point (C) (vii) of this Para as stated above, of the executive committee. The said member will then have voting right. The Executive Committee shall act notwithstanding any vacancy in the committee. Vice President will call a meeting of Executive Committee in which elected members of executive committee and elected office bearers i.e. Vice President, Hony. Secretary and Treasurer will cast vote and elect a member from among the six co-opted members, by secret ballot. In case of tie, the Chairman of the meeting will have a casting vote.
- ii) **Vice President:** In the event the Vice President resigns or becomes unavailable permanently, the executive committee shall elect the senior-most member of Executive Committee (Seniority by His Membership Date) as acting Vice President and he shall be entitled to exercise all the powers of Vice President for the remaining term of the Executive Committee.
- iii) **Honorary Secretary –** In case of any casual vacancy in the office of Honorary Secretary, Joint Secretary will discharge all Duties and Powers assigned to Honorary Secretary for remaining period.
- O) Treasurer –** In case of any casual vacancy in the office of Treasurer, Vice President will call a meeting of Executive Committee in which elected members of executive committee and elected office bearers i.e. Vice President and Honorary Secretary will cast vote and elect a Treasurer by secret ballot. In case of tie, the Chairman of the meeting will have a casting vote.
- P) If any member of the Executive Committee absents himself from three consecutive meetings without informing in writing and without any reasonable cause prior to the commencement of the meeting, shall cease to be a member of the Executive Committee.**

10) ELIGIBILITY FOR CONTESTING ELECTIONS FOR EXECUTIVE COMMITTEE

A) Eligibility Condition for Members Contesting Election for Various Posts:

- i. Executive members : 3 (Three) years from the year of voting right.
- ii. Treasurer : 3 (Three) years from the year of voting right.
- iii. Hony. Secretary : 5 (Five) years from the year of voting right.
(The contestant should be minimum of 40 Years of age)
- vi. Vice- President : 7 (Seven) years from the year of voting right.
(The contestant should be minimum of 40 Years of age)

- B) A member cannot contest for any post of the office bearer for more than two consecutive terms and will have to give a break of at least one term before he intends to contest for any post of office bearer. However this condition will not be applicable on those who contest for the post of Executive Member.
- C) No member shall be allowed to contest election of the executive committee for more than one post at a time. If it is found that the nomination papers for more than one post are continuing and not withdrawn except for one post, nomination papers for all the post filed by the members shall be deemed as rejected.

11) PROCEDURE OF ELECTION

The procedure of election of office bearers and other members of the executive committee shall be as under:

- A) The Executive Committee shall prescribe the following dates:
 - i) The date of the receipt of nomination paper.
 - ii) The date of scrutiny of the nomination paper/papers.
 - iii) The date of withdrawal.
 - iv) The date of polling.
 - v) The process starting from issue of Nomination Form to Date of election has to completed in Maximum of 10 Days.
- B) The Executive Committee shall appoint a Returning Officer, who himself is not a candidate at the election from amongst the members of the club for conducting the Election of Vice-President, Honorary Secretary, Treasurer and seven Members of the Executive Committee.
- C) The functions of the Returning Officer shall include:
 - i) To receive through the Club Officer nomination papers, ballot papers and other requests concerning election of office bearers and other members of the Executive Committee.
 - ii) To scrutinize the nomination paper/ papers so received.
 - iii) To receive personally or through club applications for withdrawal.
 - a. To put up all information related to election, including date, time, venue, candidates etc., on website and notice board of the Club
 - iv) To seal ballot box as provided herein.
 - v) To get the polling conducted.
 - vi) To open ballot box & count the votes cast.
 - vii) In general to conduct election of office bearers and other members of the Executive Committee and to decide disputes if any.

- viii) To announce the election results.
- D) A list of the members of the club eligible for voting as also to stand for election duly certified by the Honorary Secretary shall be put up on the Club Notice Board 30 days before the date of election and a copy thereof forwarded by the Honorary Secretary to the Returning Office.
- E) Any member who considered himself eligible for voting or to stand for election and his name is not included in the list put up on the club Notice Board may apply in writing to the Honorary Secretary at least 15 days before the date of election and decision of Honorary Secretary, thereon shall be final and binding.
- F) Nomination papers for the office of Vice-President, Honorary Secretary, Treasurer and other members of the Executive Committee duly proposed and seconded by a member of the club, who is eligible to vote and must have zero outstanding in all respect at that time, shall be filed separately for each post on the prescribed form and sent to the club office on or before the date fixed for the purpose.
- G) The last date of withdrawal will be five days before the date of election.
- H) The names of Candidates finalized after scrutiny and withdrawal seeking election for the various offices shall be put up on the club Notice Board five days before the date of election as also communicated to all the members by way of SMS/Prerecorded Calls/News Paper Advertisements/Emails/Post/Courier.
- I) The voting shall be by secret ballot and the decision of returning officer on all matters pertaining to validity of votes, number of votes secured by any candidate in the election shall be final and binding on all the contestants.
- J) There will be no voting by Proxy in Election and Postal Ballots will not be issued.
- K) It is the responsibility of a member that the club office is intimated of the change in address, cell number, email ids and land line numbers if any,
- L) The ballot box shall be sealed by the Returning Officer.
- M) All ballot boxes received by the Returning Officer shall be opened by him at the time of counting in presence of one representative of each contestant and the result thereof announced after counting then and there. The process of Voting, Counting and Declaration of results shall be completed on the day of election.
- N) In case of tie, for a particular post the decision will be taken by toss of coin.
- O) The decision of the Returning Officer in the Matter of conduct of election, scrutiny, disposal of disputes and applications, announcement of result & other allied matters shall be final and binding on the members.
- P) In case no nomination is received for a post or if after scrutiny no valid nomination remains, the other elected members of the Executive Committee shall fill that post.
- Q) All the contestant will have to abide by the code of conduct which is

- i) No contestant will issue or cause to issue an advertisement in any of the newspaper, local and other television channels, radio and other media after the announcement of election date.
- ii) No contestant will give or cause to give any Interview in the Newspapers, local and other television Channels, radio and other media after the date the election is announced.
- iii) No hoardings, sticking of bills, etc. outside the Club Premises is allowed for campaigning.

If any contestant is found to have indulged infringing the above code of conduct, after giving the opportunity to candidate to present his case, if Returning officer finds him guilty, his candidature will be rejected by Election officer. Decision of Election officer will be final.

- R) Any ordinary Members / Life member / Corporate Member of the club who has dues more than Rs. 200/- shall not be eligible to seek election nor shall he/she eligible to cast vote.

12) AUDIT ACTION

- A) The Auditor shall, after auditing the Annual Accounts, provide an audit reports on the financial position of the club. This report shall be submitted to the Annual General Meeting along with the Annual Accounts.
- B) The Auditor/Auditors may attend a meeting of the executive committee either at his own initiative or at the request of the Vice President or the Honorary Secretary for the purpose of offering advice on the financial matters or with regard to the method of keeping the club accounts.
- C) If any causal vacancy occurs in the office of the Auditors the Executive committee shall have the power to fill up that vacancy subject to the condition that the remuneration fixed by the Annual General Meeting is not enhanced. If it should be found necessary to enhance that remuneration, the proposals for the same shall be brought before the next General Meeting of the Club.
- D) Any firm of Chartered Accountants whose Proprietor/ Partner is member of the Field Club, shall not be appointed as statutory/Internal Auditor of the Field Club.
- E) A copy of the Audited Accounts shall be put up on the club notice board for at least ten days before the Annual General Meeting of the Club.
- F) Appointment of internal auditor by Honorary Secretary and publishing or display at notice board of internal audit report.
- G) Auditor has to be replaced every three year.

13) FINANCIAL YEAR

For the purpose of the club budget and the club accounts, the financial year shall begin from 1st April of every year and shall end on 31st March of next year.

14) POWER TO FRAME BYE-LAWS

- A) The Executive Committee is empowered to frame bye-laws, not inconsistent with the constitution or rules of the Club, for the proper management of the club affairs and the efficient discharge of the function of the committee. This power of the Executive Committee includes that of amending and annulling the bye-laws already framed by it.
- B) The Bye-Laws adopted by the executive committee including those decisions which have the effect of amending or annulling Bye-Laws shall be forthwith put up on the Club Notice Board for the information and guidance of the members and shall also be reported and ratified at the next General Meeting of the Club.
- C) Bye-Laws may be framed on any or all of the following subjects and such others as the Executive Committee may in its discretion, think it necessary to add to the list given below:-
- I. The Method of admitting new members who apply for admission under rule 5 of the Constitution.
 - II. Receipt, Investment, Disbursement and safe Custody of the club funds and properties excluding fixed assets.
 - III. Procedure for the collection of arrears and dealing with defaulting members in the matter of paying their dues & subscription.
 - IV. Schedule of charges of fee for special facilities or amenities supplied at the club and mode for their realization.
 - V. Conduct of members at the Club on matters of common convenience or for purpose of special activities of the club.
 - VI. Introduction of Guests in the Club by the members.
 - VII. Organization of entertainments or social functions for the club as a whole or for some of its members.
 - VIII. Custody, arrangement management, issue, purchase, auction of books, magazines and papers or any affairs relating to the club library.
 - IX. The recruitment, discipline, level, pension or provident fund rules etc. Of the staff of the club.
 - X. Procedure to be observed in conducting the General Meeting of the club and the meeting of the Executive Committee including the mode of election.
 - XI. The custody, purchase, disposal etc. of the club goods, material & articles.

15) GUEST

Persons who are not residents of Udaipur may be allowed in the club by members other than dependent members, temporary members and playing members up to the limit of five days in a month with payment of the fees decided by executive committee from time

to time. The other charges are to be levied as per rules of the club. The Introducing member shall be responsible for his conduct.

16) AMENDMENT OF CONSTITUTION

The constitution of the club can be amended or added to at a General Meeting of the club provided that:

- A) Notice of such intention of adding to or modifying the Constitution is given to the Honorary Secretary at least fifteen days before the date of the General Meeting at which the amendment is desired to be moved.
- B) The amendment is approved by 2/3rd of the members present and voting at the meeting.

17) CESSATION OF MEMBERSHIP :-

- A) A member ceases to be a member of the club:
 - i) On resigning from the club voluntarily by addressing a written letter of resignation to the Honorary Secretary to reach him at least a fortnight in advance of the date on which the member desires to resign. Such member must pay up all the club dues outstanding against him and settle his other liabilities to the club until the date of resignation of his membership.
 - ii) On his being adjudicated insolvent.
 - iii) On his being dismissed from public service.
 - iv) On his being found guilty by a competent authority of an offence involving gross misconduct.
 - v) On the removal of his name from the list of members for non clearance, nonpayment of his dues & liabilities.
 - vi) On expulsion on account of indiscipline, misconduct, misbehavior.
 - vii) Owing to death.
 - viii) On conviction by Court of Law for an offence involving moral turpitude.
- B) The membership of a member whose bills are in arrears (Annual Subscription Bill, Restaurant, Gym, Bar, Lawn Booking or towards any other facility provided by the club) and the total amount of arrears
 - i) Exceeds Rs.5,000/- or the specific limit prescribed from time to time by the Executive Committee and
 - ii) is in arrear for more than a quarter, will be liable for termination. For termination of membership the following procedure will be followed:-
 - a. The member whose bills are in arrears shall be given a notice in writing by the Honorary Secretary to pay the dues within a period of 15 days from the date of notice.
 - b. If the member fails to make payment of all his dues within the time given, the Honorary Secretary shall give a final notice to the member by registered post to pay the entire dues within a period of 30 days from the date of service of registered notice. Simultaneously his name will be placed on the Notice Board

in Defaulter's list.

- c. A member along with the spouse & family members, who is notified as defaulter, shall not be entitled, during his period of default, to the use of Club, or any supplies or any privileges of membership.
 - d. If, even after the expiry of 30 days from the date of final notice the member fails to pay the complete dues, the membership will automatically be terminated.
 - e. The Honorary Secretary shall intimate to the member concerned in writing. However, the member will be entitled to apply afresh by filling new application form with readmission fees of Rs. 25000.00 (Rs. Twenty Five Thousand Only). His application shall be entertained only on his clearing earlier dues of the Club, if any, with interest @ 24 % Per Annum compounded annually. No one in executive committee is empowered to waive off such charges. No such application can be filed after three years of termination of membership.
 - f. If a member's name has already been put on the club notice board as a defaulter twice, on the third default occurring during any two consecutive club financial years, the member will ipso facto cease to be a member. If the said member wishes to rejoin the club then he will have to pay full applicable membership fees.
- iii) Where any member has given guarantee for any loan or advance to any employee, supplier or contractor and employee, supplier or contractor does not repay the loan or completes the supply or contract, then the guarantor member will be required to arrange for repayment of loan, failing which his membership may be terminated after giving reasonable notice period.

18) DISCIPLINARY ACTION

There shall be Disciplinary Committee of the club having five members, nominated by the Executive Committee of the club every year. This committee will deal with the cases of indiscipline, misbehavior and misconduct by the members & his dependents.

The member shall also be liable to be proceeded for disciplinary action if one or more of the following allegations are proved against him:-

- A) Behavior in the Club premises which is unbecoming of a responsible Member and which tarnishes the image of the club.
- B) Any deliberate refusal or neglect to comply with any provisions of the Rules and regulations of the Club or contravention thereof.

For Disciplinary action a member on the grounds mentioned in clauses (a) and (b) above the following procedure shall be followed :-

- A) In case when any office bearer(s) is/ are eye witness to any incident of gross misbehavior or improper conduct of any Member, the concerned Member may be suspended on the information of such Office Bearer for one week, which may be extended to two weeks with immediate effect by the Honorary Secretary. The action of Secretary shall be ratified by the Executive Committee in subsequent meeting. However, the concerned member shall be allowed to make representation before any action against him is taken.

- B) On getting a written complaint against a member for any of the above misconduct from any Member(s)/ employee(s) of the Club or Member(s) of Executive Committee, a show cause notice shall be issued to the Member concerned by the Honorary Secretary by registered post calling his explanation within stipulated period.
- C) On receipt of the reply from the concerned Member, it shall be forwarded by the Secretary to Disciplinary Committee for investigation. Further action will be determined by the Executive Committee after considering the report of the Disciplinary Committee.
- D) In case the concerned Member does not submit his reply within the stipulated time, the Honorary Secretary will present the facts of the case before the Executive Committee in its next meeting to be held within a specific period to be decided by the Secretary, for its decision and the Committee will be empowered to take a decision in such case as it may deem fit and proper.
- E) On consideration of the facts, and the concerned members reply, if filed, if 50% members of the Executive Committee present, find the concerned members guilty of misconduct they may take such decisions, as it deems proper depending on the facts of that particular case and will have right to decide the punishment depending on the severity of the guilt. However, the concerned member's membership shall not be terminated unless at least 2/3rd of the committee members present decide so. The Honorary Secretary shall intimate the member concerned about the decision of the Executive Committee.

19) GENERAL

- A) The complaints and suggestions will ordinarily be made in book which will be kept for the purpose and which may be obtained by any member from the attendant in charge.
- B) No member shall take away any books, magazines, periodicals or newspapers except as provided by general instructions issued by the Honorary Secretary from time to time. Any member infringing this rule or mutilating any of these books etc, will be charged for full amount of the book, magazines, periodicals or newspapers, as the case may be.
- C) No article of the club, furniture or equipment shall be taken away by any member without the prior permission of the Honorary Secretary.
- D) Member's Children below the age of 16 yrs will not be permitted in the club premises after 8 p.m. if they are not accompanied by the parent, except on special occasions as notified by the Honorary Secretary from time to time.
- E) The premises of the club shall ordinarily be closed at 12:00 Midnight hours except on Saturday and special nights for which announcement have been made by Honorary Secretary.
- F) The member shall not misbehave with any of the club staff/ employee or use violence to any staff/ employee whatsoever. In the event of member having any occasion to find fault with any staff/ employee of the club, a report of the case should be made in writing to the Honorary Secretary, who will either deal with the case or refer it to the managing committee, as may be deemed necessary.
- G) The club staff/ employee are strictly not meant to cater to the personal services of the members.
- H) All notices intended on the notice board of the club shall be sent to the Honorary Secretary who will authorize its placing on the club notice board. A notice will not

- ordinarily be left on the notice board for more than 15 days.
- I) Full value will be charged for all breakages of the club property by members, their guest.
 - J) The members shall not bring any pets inside the club premises.
 - K) Nobody at Executive Committee has power to Sale/ / Mortgage Long Term/ Lease out any piece of land of Club.
 - L) Any member founds sending SMS to members/ posting on social sites, which damages image of any official/ Executive Committee/ Club's image, will be taken punitive action against him/ her.
 - M) Dress code has to be adhered in Club premises.

20) LEGAL ACTIONS

The Secretary or any other member specially authorized in that behalf by the executive Committee shall be entitled to institute suits and proceedings on behalf of the club and to defend the club in all legal actions taken against the club.