

CADET COLLEGE CLUB LIMITED
THE CLUB BY-LAWS
I – PREAMBLE

1. Cadet College Club Limited or CCCL is a Social and Recreational Club providing indoor and outdoor games and sports facilities, food and beverage services, social, cultural and entertainment programmes for the members of the Club and or their families and guests.
2. The ex-cadets of cadet colleges have a common academic background and distinct culture, which bind them together in harmony and in a family. The Club will provide opportunity to the ex-cadets to become members of the Club and join the unique fraternity for pursuing social, cultural and recreational activities. The Club shall be like a melting pot where its Members, the ex-cadets, from all kind of professionals will have the opportunity to interact and benefit from each other.
3. Cadet College Club Limited hereinafter referred to as ‘the Club’ or ‘CCCL’ is registered under the Companies Act 1994 (Act XVIII of 1994).

II – AIM

4. The set of Rules set forth herein these Bylaws and referred to as the ‘Club Bylaws’ or Bylaws provide guidelines for proper administration of various functions, facilities and services of the Club and shall be applied in conjunction with the Memorandum and Articles of Association of the Club.

III – PROCEDURE FOR ADMISSION OF MEMBERS

5. The membership of the Club shall be provided as per Arts. 8, 9 and 10 under Section III of the Articles of Association.
6. Any ex-cadet desirous and eligible to become a Primary Member of the Club that is DONOR, LIFE or GENERAL MEMBER shall apply to the Board of Directors in the prescribed form (specimen given in Appendix 1) duly completed and signed by the applicant. All applicants for Primary Members shall be proposed by one and seconded by another Primary Member, not being the Office Bearer of the Club.
7. Application form for affiliate members except for Honorary or Temporary Members will be issued by the Board of Directors on the request of a sponsor member from among the Primary Members. The Board of Directors shall invite a person to become an Honorary Member and cadets, ex-cadets and children of Members to become Temporary Members for a specific purpose and period. For admission as Honorary or Temporary Member, a person shall not be required to apply for the membership of the Club.
8. All applications for membership shall be processed as under:
 - (a) All application forms for membership duly completed shall be received by the Director Administration and Services (Admin) along with a non-refundable processing fee to be fixed from time to time by the Board of Directors. The Director Admin shall forward all such application forms for membership to the Membership Committee within 7 (seven) working days.
 - (b) The Membership Committee shall scrutinize any application received by them and then invite the applicant along with his proposer and/or seconder for an interview jointly with the Board of Directors and the Membership Committee within 30 (thirty) days from the date of receiving such application for membership. The President of the Club shall chair such joint interviews.
 - (c) Once found suitable the applicant shall be granted “USE CLUB” permission by the Board of Directors on the recommendation of the Membership Committee for a period not less than 180 days. In special circumstances, the Board of Directors may reduce the time period for “USE CLUB” permission. All Primary Members shall be notified

about the "USE CLUB" permission of an applicant for their observation, if any. During the "USE CLUB" permission a member will be observed on the frequency of his/her visit to the Club, his/her participation in various activities and the observance of the Club rules and regulations including personal conduct. The applicant shall be required to pay a subscription as prescribed for General Members under Art. 14 for the duration of the 'USE CLUB' permission. The proposer and seconder shall be jointly and severally responsible for the conduct of the applicant during the "USE CLUB" permission including the payment of Club dues. The Board of Directors may terminate the "USE CLUB" permission at any time without assigning any reason.

- (d) The Membership Committee will make final recommendations to the Board of Directors for membership of the applicant on the expiry of the "USE CLUB" permission. The Board of Directors may accept or reject any or all of the recommendations of the Membership Committee without assigning any reason.
- (e) Each applicant shall be assessed for membership of the Club during the 'USE CLUB' permission as per the guidelines given in Appendix 2.
- (f) The Board of Directors shall make the final selection of member(s) through secret ballots in the prescribed ballot paper (specimen given in Appendix 3) in a special meeting for the purpose of electing the members of the Club, which shall have a quorum of 7 (seven) Directors and the proposal for membership must be adopted by unanimous vote.
- (g) The Board of Directors may accept, defer or reject any application for membership without assigning any reason.
- (h) The finally selected member(s) of the Club will be welcomed formally in a regular meeting of the Board of Directors and be introduced to the Primary Members in the Annual General Meeting of the Club. All members shall be issued with Membership Certificate as per the specimen given in Appendix 4.

9. Where an application is rejected any further application from the same person shall not be entertained for a period of one year from the date of such rejection, nor shall any explanation or reason be given thereof.

10. Membership Transfer Guidelines:

- (a) Membership transfer is permitted to be done by the Primary Member himself/herself or by his/her Next of Kin (NOK) or Nominee as under:
 - (1) A Primary Member complying with the terms as per Art 15 can opt to transfer her/his membership to an ex-cadet, eligible as per Art 9(g), for which the Club shall receive a "Transfer Fee". The transferee can only apply for the Primary Club Membership.
 - (2) On the demise of a Primary Member, the NOK or Nominee shall be able to opt any of the following:
 - i. Transfer the membership to himself/herself as an Associate Member, which is free of any fee/charge to the Club, and which is not transferable.
 - ii. Reserve the membership for any child/widow (unless married to another person) for the future as per Art.15(b).
 - iii. Transfer to an ex-cadet, who is eligible as per Art 9(g), for which the Club shall receive a "Transfer Fee", and the transferee shall become a General Member.

(b) **Procedure.**

- (1) To transfer to an eligible ex-cadet, the desirous ex-cadet shall apply for the membership of General Member and follow the process mentioned in para 8 and 9 of the Club Bylaws. If he/she is accepted, the transfer process shall be executed as mentioned in 10(b)(4) through (8).
 - (2) The NOK or nominee, mentioned in para10(a)(2) shall mean the person who was nominated by the Primary Member and the certificate/records as such is available with the Club. The NOK/Nominee can only be any one of the Primary Member's children, or his/her spouse who is not remarried. In absence of NOK or nominee, the consent of the aforesaid family members, submitted to the Club and accepted after due scrutiny, shall be regarded as valid NOK.
 - (3) On the demise of a Primary Member the Club shall inform the NOK/Nominee for availing Associate Membership, transferring to an eligible ex-cadet, or reserving the membership for any child/widow of the deceased primary member for the future as per Art. 15(b). The Club shall try to communicate with the NOK/Nominee and send a maximum of three registered letters with six (06) months intervals of each letter. If the NOK does not respond and finalize the matter within the designated period as per Art. 15(b), the vacancy of the said membership shall automatically vest with the Club.
 - (4) A transferee, if approved for membership would be accepted as a General Member or Associate Member as the case maybe. She/he can convert the membership as Life or Donor by paying an additional amount and complying with other terms as per Art. 9.
 - (5) The transfer cost, receivable by the transferor, would be proposed by the Board of Directors for General Body approval during a General Meeting and remain fixed unless revised at a future general meeting.
 - (6) The fee shall not be over the cost of Life Membership Fee during the time of transfer.
 - (7) The Club will receive a 'Transfer Fee' from the transferor, which would be paid during the application for the transfer.
 - (8) The Transferor and the transferee may come together with one application. Alternately, they can separately register at the club on first come first serve basis to get the transfer done.
- (c) **Transfer Fee.** The transfer fee may be Tk. 50,000 (Fifty Thousand only) or 10% of transfer cost, whichever is higher.

IV – PAYMENT OF MEMBERSHIP FEES AND ANNUAL SUBSCRIPTION AND SURCHARGES/ DEVELOPMENT CHARGES

11. The membership fees for the Club as stated in the Arts. 9, 10, 13 and 15 shall be payable at one time before being admitted as members of the Club.
- (a) **Donor Member:** Tk. 400,000.00 (Taka Four Hundred Thousand only) payable at one time in advance as per Rule.
 - (b) **Life Member:** Tk. 200,000.00 (Taka Two Hundred Thousand only) payable at one time in advance as per Rule.

- (c) **General Member:** Tk. 50,000.00 (Taka Fifty Thousand only) payable at one time in advance as per Rule.
- (d) **Non-Resident Member:** (Deleted).
- (e) **Corporate Member:** Tk. 3,000,000.00 (Taka Thirty Lacs only) for 3 users and Tk. 5,000,000.00 (Taka Fifty Lacs only) for 5 users payable at one time in advance as per Rule.
- (f) **Periodical Increase of Membership Fees.** The membership fee for the Donor, Life, and General Members is subjected to an increase of 50% on the current fees, every five years starting from September 2019.

12. **Annual Subscription.** The Annual subscription as stated in the Arts. 14 shall be payable as under:

- (a) **Payment Method.** The annual subscription shall be paid in advance either in full or in quarterly instalments as per the guidelines laid down in para 39 of these Bylaws by any of the following methods:
 - (1) The annual subscription may be paid in full by the last day of September for the financial year beginning in July. Or,
 - (2) The annual subscription shall be paid in four equal installments by the last day of September, December, March and June for the quarters beginning in July, October, January and April respectively.
- (b) **General Members:** The annual subscription for the General Members shall be Tk. 7,200.00 (Taka Seven Thousand Two Hundred) only payable in advance as per the procedure laid down in the Bylaws, provided that the annual subscription is subject to an increase of 20% on the subscription prescribed above in every five years starting from January 2020.
- (c) **Donor, Life Members and Founder Members:** The Donor and Life Members shall not be required to pay the annual subscription. All Founder Members who have paid the membership fees as prescribed for General Members shall be required to pay the annual subscription as prescribed for General Members.
- (d) **Senior Member.** A Senior Member, who has completed not less than 15 (fifteen) years of membership period and 70 (seventy) years of age or more shall be exempted from payment of annual subscription upon application to the Board of Directors.
- (e) **Associate Members.** Associate Members shall pay the annual subscription as prescribed for the General Members. If any Member duly converts his/her membership to Life or Donor Members shall not have to pay the Annual Subscription.
- (f) **Corporate Members.** CORPORATE MEMBERS shall pay the annual subscription, as prescribed for the General Members, for each of the members admitted as 'USE CLUB' members.

13. **Development Charge/ Surcharge.** The Development Charge/Surcharge shall be payable by all types of Members as per Article 13. The payment procedure shall be followed as per para 39 of the Club Bylaws. The dates of effects are as under:

- (a) In addition to membership admission fees prescribed herein above, all new applicants for membership of the Club shall pay an amount of Tk. 50,000.00 (Taka Fifty Thousand only) as Development Surcharge to be realized at one time along with the membership fees, effective from January 2012.

- (b) In addition to (a) all existing Members and new applicants will pay Tk. 50,000.00 (Fifty Thousand only) as Development Surcharge for Permanent Club Complex effective from 30 March 2019.
- (c) Development charge for Permanent Club Complex will be taka 300,000.00 for the new members with effect from 01 January 2021.
- (d) All new applicants will pay Tk. 5,50,000.00 (Five Lac only) as Development Charge for Permanent Club Complex effective from 01 January, 2023.

V – OATH OF OFFICE

AND RESPONSIBILITIES OF THE NEWLY ELECTED BOARD OF DIRECTORS

14. The newly elected Directors shall take the Oath of Office prior to the assumption of office for the term/tenure. The Oath of the President shall be conducted by the immediate past President or the Chairman, Election Commission. The new President shall, then, conduct the Oath of the Directors. The specimen of Oath is given in Appendix 13.

15. Responsibilities of the Newly Elected Board of Directors.

- (a) The newly elected Board of Directors in its very first meeting shall:
 - (1) Take actions as mentioned in Article 36.
 - (2) Determine the Functional Areas, decide on the portfolios and allocate those among the Directors.
 - (3) Take over the responsibilities from the date of effect through a Joint Meeting between the Old and New Directors.
 - (4) Arrange proper handing taking of responsibilities from the previous Office Bearers.
 - (5) Appoint the Committees against the selected functional areas to be pursued for the tenure of the Board as per the Club Bylaws 18. The Committees formed by the previous Board shall remain functional till they are dissolved and/or due handing/taking over is done by the newly elected Committee.
 - (6) Set out the Planning, Programming and Budgeting Process as per Article 44(e) for the year, which shall be completed by and finalized in the next regular monthly meeting or in any special meeting before the regular monthly meeting.
 - (7) Set out to prepare the Programme of Events for the year and be ready to finalize and issue the same by the next regular monthly meeting.
- (b) The Board of Directors is responsible to employ/ensure required number of competent staff/employees for the Club, who shall be responsible to the Board for the actual management of the Club. The Board shall evaluate and review the Organogram of the Club and related issues as under:
 - (1) **Organogram.** To plan, review and approve the Organogram for the Club, which shall encompass all aspect of management and administration of the Club.
 - (2) **Staff/Employees.** To review, finalize and approve the manpower needed for the Organogram.
 - (3) **General Manager.** To appoint a General Manager, if not already appointed. Review and/or make/amend the charter of duties and responsibilities of the

General Manager, who shall be responsible for the overall administration and management of the Club as per the Organogram. He/she shall be responsible to the Board and also to the assigned Director(s). The Board may determine the functions of GM as may deem appropriate in addition to the in exhaustive list given below:

- i. To administer and manage all aspects of the Club including the facilities and services as per the Articles of Association, Club Bylaws, policies and instructions.
- ii. To develop Charter of Duties and Responsibilities for all staff/employees of the Organogram.
- iii. To furnish a Monthly Report to the Board and Concerned Director(s) on every aspect of the Club including the state of the premises, facilities, amenities, services, etc.
- iv. To suggest/recommend measures for the improvement of administration and management of the Club.
- v. To work as the Secretary of all meetings of the Club including Board meetings in absence of the Club Secretary.
- vi. The General Manager shall be responsible to the Board for the efficient administration and management and continuous progress of the Club.

VI - DUTIES AND FUNCTIONS OF THE OFFICE BEARERS

16. The management of the Club shall vest in the Board of Directors as per Section XIII of the Articles of Association and in that the duties and functions of the Office Bearers of the Club as stated in Art. 46 shall be as under:

- (a) **All Directors.** Every Director shall:
 - (1) Hold an office of trust and shall act in good faith to promote the objects of the Club for the benefit of its members as a whole, and in the best interests of the Club.
 - (2) Be responsible and accountable to the Board for the portfolios and Committees assigned to him/her, and shall take approval of the Board for all businesses of the Club performed by him/her, except those which are common and routine in nature.
 - (3) Exercise his/her duties with due and reasonable care, skill and diligence and shall exercise independent judgment.
 - (4) Act within the bounds of Memorandum, Articles of Association and the Club Bylaws.
 - (5) Must ensure that all the affairs of the Club are carried out in the best possible way, without compromising on legal compliances of the Club and not prejudicial to the interest of Club.
 - (6) Shall conduct and maintain all correspondence and hold charge of all papers, documents, records and registers of the Club.
 - (7) Directors shall not be liable where they have acted honestly in good faith and for the benefit of the Club. However, a Director shall be accountable and liable to the Club for any act of breach of trust and willful negligence.

- (b) **The President.** The President shall be the head of the Club and shall:
- (1) Hold a position of responsibility, and provide leadership and direction to the Club organization.
 - (2) Preside over all General Meetings and Board meetings of the Club, set the rules of procedure, rule on points of order and declare the result of voting at the meeting, which shall be final.
 - (3) Cast the deciding vote in addition to the normal vote.
 - (4) Adjourn a meeting or suspend a debate on any matter under discussion, unless his decision is challenged and reversed by a two-thirds majority of those present in the meeting and entitled to vote.
 - (5) Oversee and, if necessary, guide and supervise the activities of the Directors, Committees and the Secretariat of the Club and ensure that the Club achieves its objectives.
 - (6) Take decision or action on any urgent matter, if required, in consultation with the concerned Directors, and when such decision or action is taken the matter shall be placed before the Board in next Board meeting for confirmation.
 - (7) Call a Meeting of the General Body or the Board, if he/she deems it necessary.
 - (8) Appoint Special Committee(s), if he/she needs to.
- (c) **The Director Administration and Services (Admin).**
- (1) The Director Admin shall be the second in the precedence of Directors and act as the President in his absence, and shall preside over all meetings and carry out the duties and functions of the President.
 - (2) Assist the President in such duties as assigned by the President.
 - (3) Shall generally perform the **Functions** as stated in Articles 44(b), (c), (d), (e), (f), (i) and (j) or as may be assigned by the Board.
 - (4) Shall be responsible and answerable to the Board of Directors on the portfolios/functional areas he/she is assigned with.
 - (5) Shall act as the Director-in-Charge of Committee(s) under him/her.
 - (6) Shall ensure proper functioning of the Club Secretariat.
 - (7) Shall management and administration of incidental administrative issues, approve expenditures for the same as may be required, and place all incidental expenses incurred in a month before the monthly Board Meeting for Approval.
 - (8) Shall be responsible to the President.
- (d) **The Director Finance & Accounts (F&A).**
- (1) The Director F&A shall be the third in the precedence of the Directors and shall act on behalf of the President and Director Admin in absence of both at any time.

- (2) Shall be responsible to the Board on the performance of Functions as stated in Article 44(g), or as may be assigned by the Board.
 - (3) Shall be responsible and answerable to the Board of Directors on the portfolios/functional areas he/she is assigned with.
 - (4) Shall act as the Director-in-Charge of Committee(s) under him/her.
 - (5) Shall be responsible to the President.
- (e) **Other Directors.** The Directors other than the President, Director Admin and Director F&A shall have the following duties and functions:
- (1) Shall be responsible and answerable to the Board of Directors on the portfolios and the Committees he/she is assigned with.
 - (2) Shall accept and undertake any responsibility/task assigned to him/her by the Board.
 - (3) Shall assist any other Director when assigned to do so by the Board.
 - (4) Shall act as the Director-in-Charge of Committee(s) under him/her.
 - (5) Shall submit monthly report to the Board on the performance and/or progress of works on the portfolios and of the Committees he/she is assigned with.
 - (6) Shall be responsible to the President.

17. The Board of Directors is empowered to appoint Committees and assign them with the duties and responsibilities as per the Bylaws 18 to 22.

VII – COMMITTEES AND SUB-COMMITTEES

Selection, Composition and Responsibilities of Committees

18. Selection and Composition of Committees.

- (a) **Determination and Selection of Committees.** Except the Permanent Representatives Committee as mentioned in the Club Bylaws 18 (e) below, the Board of Directors shall determine the functional areas, evaluate the existing and previous Committees and determine the Committees to be constituted for the year/tenure in accordance with the powers stated in Article 44(m). Every Committee shall subsume one or more functional areas.
- (b) **Composition of Committee.** The Director-in-Charge of the Committee shall propose the composition of the Committee basing the functional areas the Committee subsumes. The Board shall consider, if required modify, and approve the composition. The general guidelines on the composition of Committee shall be as under:
 - (1) **Convenor/Chair.** A Primary Member should preferably be the Convenor of a Committee. A Director, if appointed, shall be the Chair of that Committee. The wives of Primary Member may also be the Convenor of the Women and Children related Committee. For large Committees, Co-convenor or Co-chair may be included in the composition.
 - (2) **Members.** A Committee may have any number of members as may be required from among the Club Members. Wives of spouses and adult children below 30 may also be appointed as members of Women and Children Affairs related Committee.

- (3) **Ex-Officio Member.** Composition of a Committee may include one or more members from other Committees to help better coordination of functions and activities. Ex-Officio member shall not have voting right.
- (4) **Members of Committee.** If the Committee has Sub-Committee(s) or working group(s), one member from such Sub-Committee and working group may be included in the composition. Such members shall not have any voting right.
- (c) **Sub-Committee.** The Board may appoint sub-committee to work under any Committee, if such is requested by any Committee, or if the Board deem necessary.
- (d) **General Responsibility of the Committees.** Every Committee shall be responsible to the Board to cover specific one or more functions as stated in Article 44 and perform as per the relevant Articles and Bylaws.
- (e) **Permanent Representatives Committee.** The Club shall have a permanent Representatives Committee composed of one primary member from each college. The Primary Members of each college shall select/elect one member for the Committee. Such member shall have membership of the Club of 5 (five) years or more. The newly elected Board shall constitute the Committee within 7 (seven) days of their date of effect. The tenure of the Committee is as same as the tenure of the Board. The members of the Committee, in consultation among themselves, shall select, or, if the situation demands, shall elect a Convenor from among them. The Committee shall submit the name of the convenor including the resolution thereof to the Board. The Director Admin shall be the Director-in-Charge of the Committee. The responsibilities of the Committee shall be as under:
 - (1) To maintain liaison with the members of the respective colleges and collect feedback from them for submitting to the Board.
 - (2) To update the members of the respective colleges on the Club activities.
 - (3) To suggest measures for the improvement and betterment of the Club to the Board.
 - (4) To undertake the responsibilities as may be assigned by the Board.
 - (5) To carryout due assessment of situation of ex-cadet(s) in distress, if any such report or information is received, and suggest support and help that can be rendered by the Club to such ex-cadet(s).
 - (6) To suggest Corporate Social Responsibility (CSR) activities which may be undertaken by the Club.
 - (7) The Convenor shall attend Meeting of the Board of Directors whenever called upon by the Board.
 - (8) Members of the Representative Committee may be selected in the Club Committee(s) as per the Club Bylaws 18(b) as may be deemed appropriate by the Board of Directors.

19. **The Club Committees.** In exercise of the powers and functions of the Board the following Club Committees and Sub-Committees may be constituted as per Arts. 2. (f) and 44 (m) for proper management of the businesses of the Club. The Board shall prioritize the need of types of Committees for the year/tenure and appoint those Committees as may be deemed necessary. The Board may also combine two or more Committees into one or appoint any other new Committee as per the necessity.

- (a) **The Constitution Committee.** As per Article 44(a). Shall ensure the following:
 - (1) To preserve and uphold the Constitution, and interpret the Constitution if the need arises.

- (2) To oversee the activities of the Club and the conduct of the Members and ensure that those are in keeping with the Constitution.
 - (3) To suggest amendments or formulation of Rules if deemed necessary, and maintain chronological records of amendments.
 - (4) To assist the Board to carry out businesses of the Club in accordance with the Constitution.
 - (5) To print & publish the updated Constitution for dissemination.
- (b) **Membership Committee.** As per Article 44(c). Shall ensure the following:
- (1) To administer admission, transfer, discontinuation and readmission of Members as per the relevant Articles of Association and the Club Bylaws.
 - (2) To maintain and update Members' Register and Directory.
- (c) **Discipline Committee.** As per Article 44(c). Shall ensure the following:
- (1) To deal with all complaints and cases of misconduct/ discipline of Members and recommend actions.
 - (2) To maintain and update Members' Register and Directory.
- (d) **Legal Matters Committee.** As per Article 44(d). Shall ensure the following:
- (1) To obtain, maintain and update all necessary legal/official permissions, certifications, licenses and maintain correspondences directly or through the Board as may be necessary.
 - (2) To coordinate and liaise with such offices and agencies when so required.
 - (3) To take proactive and reactive measures and represent the Club in the Court of Law or in any other Government Offices as may be required to pursue or protect the interests of the Club.
- (e) **Planning, Programming and Budgeting Process (PPBP) Committee.** As per Article 44(e). Shall ensure the following:
- (1) To carry out detailed budget planning for all the Functional Areas for the year/tenure where every Director shall submit plans, programmes and activities including the projected revenues and expense needs for the Functional Areas.
 - (2) To evaluate and appraise the total needs for the year/tenure and funds available.
 - (3) To assess collection of revenues in the year, plan fund generation and collection, determine and allocate budget to the Functional Areas.
 - (4) To plan and issue the Program of Events for the year to the Members as early as possible.
- (f) **Restaurant & Bakery Committee.** As per Article 44(f). Shall ensure the following:
- (1) To administer and manage the Restaurant & Bakery services.

- (2) To arrange procurement and provisioning of quality raw materials regularly at the competitive prices.
 - (3) To regularly check/inspect supplies' quality and quantity regularly.
 - (5) To inspect and tally physical inventory with document quantity and update the stock.
 - (6) To monitor production (cooking/ baking), inspect quality and keep inventory of the products.
 - (7) To monitor and supervise sales and waiter services, evaluate customer satisfaction and take measures to improve the performance of services.
 - (8) To prepare monthly profit-loss statement, recommend measures for the development and improvement.
 - (9) To select the menus and change them in accordance with the demand of Members and of time/seasons, and fix the prices and review refix from time to time with prior approval of the concerned Directors-in-Charge and the Board.
 - (10) To inspect and ensure the proper state of kitchen utensils, crockeries, cutleries and cooks'/chefs' dresses, aprons, caps, gloves, etc and check and maintain their inventories.
 - (11) To improve and maintain the functionality of the kitchens and maintain their hygienic state.
 - (12) To carry out quarterly medical checkup of the cooks/chefs and maintain records accordingly.
 - (13) To establish policy and system and ensure food and health safety.
 - (14) To administer the staff, keep track of their attendance, responsibilities, training and performance index.
- (g) **Beverage & Bar Committee.** As per Article 44(f). Shall ensure the following:
- (1) To administer and manage the Beverage and Bar services.
 - (2) To arrange procurement and provisioning of beverages regularly at the competitive prices.
 - (3) To inspect and tally physical inventory with document quantity and update the stock.
 - (4) To monitor and supervise sales and waiter services, evaluate customer satisfaction and take measures to improve the performance of services.
 - (5) To prepare monthly profit-loss statement, recommend measures for the development and improvement;
 - (6) To fix the prices and review refix from time to time with prior approval of the concerned Directors and the Board.
 - (7) To inspect and ensure the proper state of glasses, tumblers, goblets, crockeries, cutleries and check and maintain their inventories.
 - (8) To improve and maintain the functionality of the Bar and Beverage services.

- (9) To establish policy and system and ensure quality beverage and health safety.
 - (10) To administer the staff, keep track of their attendance, responsibilities, training and performance index.
- (h) **HR, Admin and Welfare Committee.** As per Article 44(i). Shall ensure the following:
- (1) To prepare, review and update the Club Organogram and the charter of duties & responsibilities of the staff.
 - (2) To conduct recruitment, when necessary, formulate service conditions and benefits.
 - (3) To organize required offices, administer Human Resources and discipline, and hire, relinquish and fire employees as may be needed as per the Bylaws.
- (i) **Facilities and Services Committee.** As per Article 44(f). Shall ensure the following:
- (1) To administer and manage the facilities and services of the Club except those which are administered and managed by separate specific Committees. The facilities and services shall include all currently installed facilities and services and those which may be installed in the future as given below:
 - i. Banquet Services.
 - ii. Guest Rooms.
 - iii. Billiards, Snooker and Pool.
 - iv. Health Parlour/ Gymnasium.
 - v. Swimming.
 - vi. Business Centre.
 - vii. Reception.
 - viii. Lounges.
 - ix. Powder Room and Nursery.
 - x. Cinema.
 - xi. Laundry.
 - xii. Gents Salon.
 - xiii. Others.
 - (2) To improve and expand the existing facilities and services and suggest/ recommend plans for the newer ones.
 - (3) May appoint Sub-Committees with the approval of the Board for administering and managing facilities and services individually or in group.
- (j) **Safety and Security Committee.** As per Article 44(s). Shall ensure the following:

- (1) To plan, organize and administer security of the premises, all facilities within the premises, and safety of the visiting Members and their families/guests against accidental harms, hazards, fire incidents, theft, sabotages, etc.
 - (2) To identify and assess vulnerabilities of the Club against safety and security and plan/take measures.
 - (3) To liaise with all Committees, especially those related with the facilities and services including offices and prepare plan and measures accordingly.
 - (4) To establish strict access control policy and measures for the Club with the approval of the Board.
 - (5) To plan, procure and provision fire control equipment and train the staff on the equipment and emergency management and preparedness.
 - (6) To establish area and building security and surveillance where necessary.
 - (7) To arrange and make first aid available in facilities.
 - (8) To develop best practices among the staff for ensuring safety and security of the premises, facilities and visiting members.
 - (9) To formulate rules and regulations on Safety and Security and publish for compliance with the approval of the Board.
- (k) **Finance and Accounts Committee.** As per Article 44(g). Shall ensure the following:
- (1) To administer all financial matters of the Club from collection of subscriptions, fees, surcharges, Club revenues, donations to expenditure.
 - (2) To maintain accounts, ledgers and audits following standard accounting procedure, and submit monthly reports to the Board and annual reports to the Annual General Meeting for the approval of the General Body.
 - (3) To ensure safe custody of all funds of the Club.
 - (4) To allocate and disburse funds/monies as approved by the Board.
 - (5) To open and operate banking accounts, including current, saving and fixed deposit accounts with any scheduled bank(s) or post offices. All accounts shall be in the name of the Club as per Rule.
 - (6) To invest such funds as may be considered over and above the immediate needs, as permitted like that of Trust Act, in fixed deposits in a schedule bank or in Post Office Saving Banks or in Postal Certificates or in Government Saving Certificates as considered proper and to dispose of any fixed deposits or securities or Postal Certificates as may be necessary.
 - (7) To borrow any sum with or without interest against securities and/or deposit, which may be required to augment the current account or to meet any emergency.
 - (8) To make, accept, endorse and execute any Promissory Note(s), Bills of Exchange and other negotiable documents as may be necessary.
 - (9) To take part in Planning, Programming and Budgeting Process.
 - (10) Arrange for audit of the accounts and place the audited statement of accounts in the Annual General Meeting through the Board of Directors.

- (l) **Internal Audit Committee.** As per Article 44(g). Shall ensure the following:
- (1) To conduct internal auditing of all auditable functions and activities of the Club.
 - (2) To develop a policy and system for carrying out internal auditing of the Club with the approval of the Board.
 - (3) To audit all sales and purchases, cashflows, stocks and inventories.
 - (4) To suggest statutory requirements if any such lapses are found.
 - (5) To help establish a system of finance, accounting, purchase, sales, stocks and inventories to guard against irregularities.
- (m) **Procurement and Provisioning Committee.** As per Article 44(h). Shall ensure the following:
- (1) To organize and establish a centralized procurement and provisioning system which shall administer proper tendering process with competitive quotes, and employ proper selection criteria for appointing suppliers and service providers.
 - (2) To allow the requisitioners like Restaurant & Bakery, Bar & Beverage, and other facilities of Club to inspect the quality of their respective demanded items/materials and to vet, accept or reject quotes/tenders and/or items.
 - (3) To purchase capital goods and services through tenders/quotations required for the development & maintenance and programmes of the Club in coordination and direct involvement of the respective requisitioners.
 - (4) To maintain proper inventory system and issue tendered/ purchased items, raw materials and capital goods to the respective requisitioners.
 - (5) To conduct half yearly accounting and auditing of all purchased/tendered items/ goods.
 - (6) To conduct yearly survey and stock taking of properties and fixed assets of the Club, to be completed by 30 November, basing on the stock reports of the central inventories and matching/ comparing the same with those of the Club facilities. Determine the condition and surplus/deficiency of stock of the items/ goods.
- (n) **ICT Committee.** Article 44(n). Shall ensure the following:
- (1) To take measures for developing and maintaining necessary ICT infrastructure and related security of the Club.
 - (2) To carryout automation of the Club facilities, amenities, services, and offices by provisioning required hardware and software.
 - (3) To provide ICT services to the Members in the form of Wi-Fi, Club portals, mobile apps so that the members can update personal profiles, avail/book the services of the Club, pay the Club dues and check own.
- (o) **Literary Society, Library, Printing and Publication Committee.** As per Article 44(q). Shall ensure the following:

- (1) To organize literary and analytical & research activities, inspire participation and contribution by the Members, print and publish Club magazine, News Letter, Official Bulletin, Members' Directory of the Club, etc.
 - (2) To procure and/or purchase books, magazines, journals and maintain the Club library.
 - (3) To make printing and publication of Club magazine, News Letter, Official Bulletin, Members' Directory of the Club, etc.
- (p) **Games and Sports Committee.** As per Article 44(o). Shall ensure the following:
- (1) To organize, administer and manage games and sports activities, both outdoor and indoor, which are currently in practice and shall be installed in the future as under:
 - i. Tennis.
 - ii. Basketball.
 - iii. Cricket.
 - iv. Badminton.
 - v. Squash.
 - vi. Table Tennis.
 - vii. Chess.
 - viii. Card Game.
 - ix. Tombola.
 - x. Others.
 - (2) To plan, develop and issue Sports Events of the Year with the approval of the Board, and organize competitions and related events accordingly.
 - (3) To prepare and select teams from among the Primary, Affiliate and Temporary Members, organize training and practice and represent the Club in competitions and events with affiliated clubs and associations.
 - (4) To recommend measures to the Board for development of games and sports facilities.
- (q) **Social and Cultural Committee.** As per Article 44(p). Plan and organize: Shall ensure the following:
- (1) Club programmes, functions, banquets and parties.
 - (2) Social and Cultural programmes, activities, interactions and functions including excursions, picnics and other similar events.
- (r) **Women and Children Affairs Committee.** As per Article 44(r). Shall ensure the following:
- (1) To design and organize activities, programmes and forums for discussion, sharing and mutual learning on issues related to families, women and children.

- (2) To advise the Board on the activities and programmes for the benefit and welfare of the families, women and children of the Club.
- (3) To organize cultural programs and functions for ladies and children.
- (s) **Properties, Land and Buildings Committee.** As per Article 44(k). Shall ensure the following:
 - (1) To act as the custodian of the Club properties, moveable or immovable including buildings/ structures of the Club.
 - (2) To maintain inventory of properties.
 - (3) To purchase, own, take on lease or otherwise acquire any land, property and/or building, and/or construct or develop buildings or structures for the purposes of the Club.
- (t) **Development & Maintenance.** As per Article 44(l). To plan, recommend and execute all development and maintenance works of the Club.
- (u) **External Affairs.** As per Article 44(t). Shall ensure the following:
 - (1) To co-operate with organizations/clubs, both inside and outside the country, which having similar objects for mutual benefit of the members and their families.
 - (2) To organize and host visits of other Bangladeshi or overseas clubs.
 - (3) To deal with external agencies like local communities and administration, media, etc for maintaining good image and reputation of Club and conducive neighbourly environment.

Responsibilities of the Committees and Sub-Committees

20. The broad responsibilities of Committees have been mentioned against each Committee under para 19 of the Club Bylaws. The additional common and a few specific responsibilities are as under:

- (a) To ensure efficient administration and management of the businesses of the Club, in particular the facilities, services, amenities, assets, income, expenditure, etc.
- (b) To formulate guidelines for the Committee and Charter of Duties and Responsibilities of the Staff for approval by the Board.
- (c) As all facilities and services are administered and managed by the staff, the primary responsibilities of the Committees are as follows:
 - (1) To administer and manage the staff from their daily attendance to salary, and suggest hiring, relinquishment and firing to the Board.
 - (2) To check and inquire every staff to ascertain that they know their job, have the competence and skill to deliver results. Check and monitor their performances.
 - (3) To ensure that the facilities and where applicable, the equipment, items, utensils, contraptions, crockeries, cutleries, etc are cleaned, maintained and in workable conditions.
 - (4) To ensure that facilities and services have been issued/provided with the proper objectives/targets, plans and programmes.

- (d) To visit the facilities regularly and as and when required. For Restaurant & Bakery and Beverage & Bar, organize and make schedule among the members of the Committee so that at least one or two Members are present every day.
- (e) To meet frequently – at least once in a month, sign attendance sheet, record minutes, and implement the decisions taken, and where required get approval of the Board through the Director-in-Charge.
- (f) To enforce Codes of Conduct for Members in the assigned facilities or services as per Para. 69 here in these bylaws.
- (g) To submit monthly reports to the Board through the Director-in-Charge on the performance, income, expenditure, progress, etc of the assigned facilities, services or functions.
- (h) To recommend measures with source financing for overall improvement of respective facilities or services or functions for approval of the Board.

21. The tenure of the Committees shall be as per Article 44(m)(8) and (9).

22. In addition to the above Committees, the Board may, as and when required, form Committees, Sub-Committees and/or special Committees for smooth organization and conduct of specific programmes and functions and for specific duration.

V – MEETINGS

Meetings of the Board of Directors

23. The meetings of the Board shall be held as per the Rules of Business provided hereunder:

- (a) The Board meetings shall include:
 - (1) **Regular Meetings** – shall be held at least once in a month at such time and place as may be decided by the President and/or the Board. The Director Admin shall circulate the notice for the meeting with the agenda in writing at least 10 (ten) days before the actual date of the meeting.
 - (2) **Special Meetings** – may be held to deal on important matters as and when required to be decided by the President and/or the Board. The Director Admin shall circulate the notice of the special meeting with the agenda in writing at least 7 (seven) days before the actual date of the meeting.
 - (3) **Requisition Meetings** – may be held on a requisition of five Office Bearers in writing through the President. The quorum for such requisition meeting shall be 7 (seven) Office Bearers and any resolution adopted in a requisition meeting shall require three-fourth majority of the Office Bearers attending the meeting.
 - (4) **Emergency Meetings** – may be held in case of emergency meeting as directed by the President with minimum 24 hours' notice by the Director Admin.
- (b) The quorum for regular, special and emergency meetings except otherwise provided by the Rule shall be five Office Bearers. Such meeting shall stand dissolved if the quorum is not present within 45 minutes from the time fixed for the meeting.
- (c) The President, and/or the Director Admin in consultation with the President, shall decide the Agenda for the Board meetings. The Office Bearers may suggest any points to be included in the agenda in writing to the Director Admin at least 15 (fifteen) days before the actual date of the meeting.

- (d) Agenda should include review of monthly unaudited accounts and Reports of various Committees:
- (1) Confirmation and implementation of the minutes of the previous meeting.
 - (2) Discussions on various facilities and services based on the monthly reports of the respective Committees and observations by the Members.
 - (3) Secretarial – Secretarial – discussion on the general administration and running of various functions including appointment and termination of services (if any) of Club employees, monthly programmes and any other matter requiring approval of the Board.
 - (4) Financial and Accounts Related – discussion on Club finances including statement of income and expenditures of the previous month.
 - (5) Presidential – any important matter including policies and programmes requiring approval of the Board.
 - (6) Miscellaneous points allowed by the chair including Agenda points suggested by the Office Bearers in writing.
- (e) All meetings of the Board shall be presided over by the President and shall be guided by the following codes:
- (1) An Office Bearer participating in any discussions and/or submitting any report or paper shall address the chair and shall refrain from talking to each other.
 - (2) Only the Office Bearer allowed by the chair shall talk in the meeting and no other Office Bearer shall interrupt while one allowed by the chair is talking.
 - (3) An Office Bearer shall restrict his/her discussions on his/her functions and/or on points allowed by the chair and shall refrain from criticising the functions of any other Office Bearer without prior observation made in writing to him/her (Office Bearer) with intimation to the Director Admin.
 - (4) An Office Bearer while talking on any matter shall avoid repetition of the points discussed earlier.
 - (5) Shall refrain from personal criticism at all time.
- (f) The special, emergency and requisition meeting of the Board shall be conducted in the same manner except for the conditions required for holding such meetings as per Para. 23. (a).
- (g) All decisions in the regular, special and emergency meetings of the Board shall be adopted preferably by consensus, failing of which a simple majority will be required to adopt a decision for implementation. Any dissension by an Office Bearer(s) shall be recorded in the proceedings of the meeting.
- (h) All proceedings including decisions of the Board meeting shall be recorded by the Secretary of the Meeting in minute form. All minutes or recording of the proceedings of the Board meetings signed by the President and the Club Secretary and shall be accepted as evidence of all the matters stated therein.
- (i) The minutes of the Board meetings shall be circulated to the Office Bearers within 10 (ten) working days from the date of the actual meeting.

- (j) In conducting the meetings of the Board, the President shall exercise all powers conferred to him/her by Para. 16 (a) and (b) of the Bylaws.

Meetings of the Committees

24. The meetings of the Committees shall be held as per the following guidelines:
- (a) The meetings of the Committees shall be convened by the Chairmen or Convenors of such Committees from time to time as the case may be and shall be conducted in the same manner as the Board meetings except that the quorum for such meetings shall be minimum three members including the Chairman or the Convenor.
 - (b) The proceedings including the decisions of the meetings, duly signed by the concerned Director-in-Charge and the Convenors, shall be submitted to the Board for approval. In case the concerned Director-in-Charge disagrees with the resolution of the Committee, he/she shall sign the proceedings with a note of dissent. If the signature of the Director cannot be obtained due to his/her disagreement or absence, the proceedings shall be submitted to the Board stating the reason for not having signature of the concerned Director-in-Charge.
 - (c) Decisions and/or recommendations of the Committees, except otherwise mentioned in the orders convening such Committees, shall not be implemented without prior approval of the Board.
 - (d) The Committees with intimation to the Board may co-opt any Member other than the Office Bearer for specific purposes as may be required. The President and/or the Director Admin may attend any meeting of the Committees and take part in the deliberations but shall not vote for adoption of any decisions

IX – MAINTENANCE OF ACCOUNTS

General

25. All funds and properties of the Club shall vest in the Board like that of Trustee or Guardian as per Arts. 25 and 26 to carry out the objects of the Club as expressed in the Memorandum. The funds of the Club shall include the following:

- (a) General Fund – for all capital expenditures including development works, investment on assets, etc.
- (b) Operating Fund – mainly the working capital for day to day running of various facilities and services of the Club.
- (c) Reserve Fund – for new projects, expansion and contingencies.
- (d) Other funds, such as, the employees provident and/or pension fund or welfare fund, etc. shall be maintained separately.

26. The funds and accounts of the Club shall be maintained as per the procedures laid down herein these Bylaws and/or any other instruction(s) of the Board of Directors issued from time to time for ensuring accountability and transparency in the financial operations.

Bank Account

27. All funds shall be maintained in a scheduled bank in the savings/current accounts opened in the name of the Club, as decided by the Board of Directors and shall be operated jointly by any two of the following Office Bearers:

- (a) President.

- (b) Director Admin.
- (c) Director F&A.

Income and Receipts

28. All receipts including admission fees, annual subscriptions, proceeds from the sales of goods and services and other charges will be deposited with the Club accounts after various functions, facilities and services at the earliest opportunity but not later than 12.00 noon of the following day along with the statement of income and expenditure.

To raise fund from willing donors, Club would introduce GOLD BRICK for Permanent Complex Development Fund. Each brick will engrave name of the donor and will be displayed at designated places. One member can take any number of bricks. One brick will cost Tk. 100,000.00 (One Hundred Thousand Only).

29. The Director F&A shall ensure that all incomes/receipts from various sources are deposited with the bank on the same day, except on holidays when the same shall be deposited on the next banking day. The Cash in hand in the Club account except on holidays, shall not exceed Tk. 50,000.00 (Taka Fifty Thousand Only).

30. The Director F&A, or in his absence the Director Admin, shall cause proper books of account, vouchers and other documents to be kept with respect to:

- (a) All sums of money received and expended by the Club and the matters in respect of which the receipt and expenditure take place.
- (b) All sales and purchases of goods by the Club.
- (c) All assets and liabilities of the Club.
- (d) All overhead expenses for production, distribution and sales of all goods and services of the Club.

Purchases and Expenditures

31. The day-to-day purchases for various facilities and services will be done by the respective Committees based on sanctioned limit depending on the requirement approved by the Board for each facility or service. The purchase of all capital goods shall be scrutinised by the Development and Maintenance Committee for quality and price and be placed before the Board for approval.

32. The purchase of capital goods valued above Tk.100,000.00 (Taka One Lac) only shall be organised by the Development and Maintenance Committee based on competitive offers.

33. The powers to sanction expenditure out of the Club funds on any approved programme or projects at any one time subject to provisions in the annual budget will be as follows:

- (a) General Body – any amount.
- (b) Board of Directors – any amount within the approved budget.
- (c) President – Tk. 500,000.00 (Taka Five Lac) only within the approved budget.
- (d) Director Admin – Tk. 200,000.00 (Taka Two Lac) only within the approved revenue budget.

34. The expenditures from admission fees and annual subscriptions shall be made as per the following policies:

- (a) Membership Fees: 10% of the membership fees realized shall be kept in the reserve fund for development and extension works as approved by the General Body.
- (b) Annual Subscription: 5% of the annual subscription realised shall be kept in the reserve fund for development works as approved by the General Body.
- (c) Sales of goods and services: Minimum 25% of the sales proceeds of various goods and services (that is, over 35.0% on the cost of materials) shall be maintained for meeting operating costs, overhead expenses and surplus.

Statement of Accounts

35. The Director F&A, or in his/her absence the Director Admin, shall submit the monthly statement of accounts to the Board for approval. The monthly statement of account shall reflect all receipts, expenditures and surplus. A cash certificate showing actual cash in bank and hand on the last day of the previous month shall be signed by the Director F&A and the Director Admin on the 1st day of the month. The statement of account will be circulated quarterly to the primary members.

X – AUDIT AND INSPECTION

External Audit

36. At least once in every year the Club account shall be examined and the correctness of the Balance Sheet and Income and Expenditure Account ascertained as per procedure mentioned below by one or more Auditor(s) appointed by the General Body as stated in Art. 31:

- (a) The auditor(s) shall have the right of access at all times to the books of accounts and any accounts related documents and/or inquire from any Office Bearer and/or any employee of the Club for such information and explanations as may be necessary for the performance of his/their duties.
- (b) The Auditor(s) shall make a Report to the General Body on the accounts examined by him/them and on every Balance Sheet and Income and Expenditure Account laid before the General Body during his/their tenure of office and such Report shall state:
 - (1) Whether or not he/they have obtained all the information and explanation required by him/them.
 - (2) Whether or not in his/their opinion the Balance Sheet and the Income and Expenditure Account referred to in the report are drawn up in conformity with the law.
 - (3) Whether or not such Balance Sheet exhibits a true and correct view of the state of affairs of the Club accounts and assets according to the best of his/their information and the explanations given him/them, and as shown by the books of account of the club.
 - (4) Whether in his/their opinion the Club has kept books of account as per Section 181 of the Companies Act of 1994.

Inspection of Accounts

37. The accounts of the Club including income and expenditure account of various facilities and services shall be inspected from time to time but not less than once per quarter by the Internal Audit Committee.

38. The books of account kept at the main office or in any other place as deemed fit by the Board shall be open to inspection, with prior intimation to the Board, by any Primary Member during the working hours.

XI – CLUB DUES

39. As stated in Arts. 28 and 29 all membership fees, annual subscriptions, surcharges, bills for the goods and services used or purchased and/or any other charges owed to the Club shall be treated as Club dues and shall be paid as per the following procedure:

- (a) Club bill(s) showing all Club dues for the period as indicated in the bill(s) shall be presented on or before the 15th day of every month for payment by the last day of the same month. All Members shall be responsible for collection of their respective bill(s) from the accounts office/reception.
- (b) Complaint, if any, on the Club bill(s), shall be entertained only after payment of the dues, and any corrections required on the bill(s) shall be adjusted with the bill(s) of the following month.
- (c) Any member failing to pay the Club dues within the last day indicated for payment shall be considered defaulter and shall be charged a late fee of 2% per month (including part of the month thereof) on the amount due from the date of presentation.
- (d) If any member fails to pay his/her Club dues within 90 days from the presentation, the said member shall be barred from using the Club facilities and services, and the names of such defaulting members shall be posted in the Club Notice Board.
- (e) The management shall not be responsible for reminding the Members for the payment of Club bill(s)/dues.
- (f) If a member fails to settle his/her Club dues within 180 days from presentation, the membership of such members shall be suspended immediately for further action as per Art. 16. (b).

XII – FACILITIES AND SERVICES

General

40. In keeping with the objects of the Club as expressed in the Memorandum, the Club shall establish and run various facilities and services for recreational, social and cultural benefit of the members. Such facilities and services in the following categories shall be made available to the members in phases with the expansion of the Club:

- (a) General facilities - to include lounges, reception, business-centre, guest rooms, hall room, auditorium, etc.;
- (b) Games and Sports Facilities - to include billiards/snooker, pool, tennis, table tennis, squash racquet, swimming, badminton, cricket, health-centre, card games, etc.
- (c) Services - to include catering, beverage, laundry, saloon/parlour, bakery, etc; and
- (d) Social and Cultural Programmes - to include musical programmes, concerts, excursions, picnics, dance, tombola (housie), etc.

41. The Board may issue instruction(s) from time to time for proper running of various facilities and services in addition to the Rules contained herein these Bylaws.

Restaurant and Bakery

42. The following services of the Restaurant and Bakery shall be available to all Members of the Club:

- (a) **Timings** shall be posted in the Club premises - Restaurant and Bakery - and also published in the Club web portals. Services generally shall remain available everyday

of the week except on some days which shall be notified to members through on-premise posts and web portals.

- (b) **Menus and Rates** shall be approved by the Board and remain fixed unless reviewed and changed due to circumstantial necessity. Menu card indicating each item with price shall be made available to the members whenever requested and/or prior to placing or receiving of orders. Menus and rates shall also be available to the Members online through web portals and mobile Apps.
- (c) **Online Orders.** Besides spot ordering in the Restaurant, the Members shall be able to order online through websites and mobile Apps using their Member ID and designated mobile number for in-restaurant dining or takeaways.
- (d) **Booking and Reservations.** The Restaurant and Bakery shall allow online and phone-call reservation of table(s) for small groups and booking of halls for parties.

Beverage and Bar

43. The Beverage and Bar services shall be available to the Members as mentioned below:

- (a) The Bar shall be run as per the Government rules.
- (b) The Board may close down the bar services any time as per Rule.
- (c) No personal liquor will be brought and/or served in the bar without prior approval of the Board in writing.
- (d) No liquors will be served to member(s) or guest(s) or any other persons (except foreign nationals) without liquor permits. Member(s) using bar service shall keep copies of the liquor permits in the Club. The Club may arrange liquor permits for member(s) on payment of actual expense plus handling fees.
- (e) The Board as per the policies of the Narcotics Department will fix the Bar timings. No drinks shall be served after the designated time.
- (f) The Beverage Committee with prior approval of the Board will fix the prices of liquor (including takeaway prices) and other bar items, which shall be reviewed from time to time.
- (g) No liquor will be served from the bar to any other facilities, except on special occasions with prior approval of the Board.
- (h) The Beverage Committee with prior approval of the Board may lay down any additional guidelines/policies for use of the bar facilities for strict adherence by the members.

Banquet Services

44. The Members or non-members shall be able to take specified halls and/or rooms for parties as per the following guidelines:

- (a) The Board shall from time to time make policies for renting of halls or rooms specified for holding parties to serve the interest of the Club.
- (b) The halls or rooms specified for parties shall be rented mainly for social gatherings, such as weddings, anniversaries, etc. and shall not be used for political gatherings.
- (c) The use of any rented space/area may be temporarily closed for use by the members of the Club and notice to this effect shall be posted in the Notice Board and published in the websites.

- (d) In case of renting of halls or rooms or any other space of the Club, the catering shall be provided by the Club.
- (e) Members are not permitted to sponsor any party on behalf of the non-members.
- (f) The rates for renting of halls or rooms specified for parties shall be fixed by the Board. Separate rates will be fixed for the non-member(s), which shall be at least 40% higher than the rate fixed for the Members.
- (g) Decorations, erection of stage, hiring of additional furniture, crockery, etc. will be borne by the party renting such space for the parties. But care should be taken to avoid any damage to the Club property/structure (including marks on the wall).
- (h) Damages (including marks on the wall/floor) to any property will be made good by the party renting the halls/rooms and pay for the costs of repairing such damages.

45. Application in the prescribed form (specimen given in Appendix 5) for renting of halls/rooms or any rentable facilities for parties, subject to availability, shall be made to the Club at least 15 (fifteen) days before the actual party with full payment in advance. The Club reserves the right to accept/reject the application and shall be notified within 24 hours of receipt. The party renting such space shall strictly observe the terms and conditions for renting the halls or rooms as indicated in the application form.

Guest Rooms

46. Only Primary Members or Corporate Members or member(s) of affiliated Clubs and organisations may introduce guests as a temporary resident in the guestrooms as per the following conditions:

- (a) All application for rental of guestrooms shall be made in writing to the Club prior to occupation. Any room booked but not occupied in due time or cancellation not notified 48 hours before the due time for occupation shall be charged at the normal rate to the account of the Member making such booking.
- (b) The Board will fix the room rates for the Members and Guest(s). The charges for the Guests shall be at premium rates.
- (c) An additional 50% of the prescribed room rate shall be charged for extra bed.
- (d) Resident in the guest rooms may use the Club facilities or services as resident guests and shall be required to abide by all Rules of the Club.
- (e) Room guest(s) shall indicate whether they will have meals at the time they check-in. They will be charged for the meal(s) ordered unless a particular meal ordered cancelled at least 6 (six) hours before the service.
- (f) All guest(s) residing in the guestroom shall be required to observe the Codes of Conduct contained herein these Bylaws.
- (g) The Board will issue detailed terms and conditions for use of guestrooms by the member(s) or guest(s).

Billiards/Snooker

47. The Games & Sports Committee shall manage the Billiards and Table Tennis as per the following guidelines:

- (a) The Board shall fix the timings for the playing billiards/snookers.

- (b) The Games & Sports Committee with prior approval of the Board shall fix the fees for a game of Billiards /Snooker.
- (c) All players before the start of the game shall register their names and take receipt/token for the payment of fees for the game.
- (d) The Billiards or Snooker will be played as per international rules and regulations and a player can engage any table for one game by writing his name on the slate provided for the purpose and the member(s) who heads the list shall have the prior claim. A member shall not enter his name for more than one table nor a member shall have his name on the slate while the game in which he is engaged is in progress. A member forfeits his turn to the table should he be absent from the room and the next player takes his/her turn.
- (e) Every tear, cut, burn or any damage to the cloth, cushions or any accessory made by a Member shall be paid for at the replacement cost. In all cases of damage, the Games& Sports Committee shall determine the replacement cost.
- (f) Eating, smoking and/or drinking are strictly prohibited while playing billiards (except in the gallery provided for watching the game). Any damage resulting from the breach of this Rule shall be charged at twice the replacement costs.

48. Games and Sports Committee with prior approval of the Board shall fix the charges and fees for all indoor & outdoor sports activities.

Card Room, Chess and Tombola

49. The concerned Committees or Sub-Committees on Card Room and Tombola shall manage the card and chess games as per the following guidelines

- (a) The Board shall fix the timings for the card room.
- (b) The Card Room Committee with prior approval of the Board will fix the requisite fees for card games.
- (c) All players before the start of the play shall register their names and take receipt/token for the payment of fees for the card game.
- (d) Player(s) already seated at a bridge or card table waiting to play has the first right to enter the first rubber or game. Newcomers, if more than the required number to complete the table shall cut for the vacant place(s).
- (e) A player having joined a table does not forfeit his right of entry into next rubber or game on account of temporary absence, provided (i) he has signified his intention of returning to cut in, and (ii) he is back in time to cut for partner for the next game.
- (f) The reservation of table may be effected either in advance by the member entering his/her name in a book to be kept in the Card Room for the purpose or by the member(s) occupying a table not previously reserved.
- (g) When bridge is being played, drawing of cards, order of precedence, establishing partnership on a table, selection and seating of member(s) and leaving an existing table shall be in accordance with the Laws of Bridge, notices of which will be kept in the Card Room for reference.
- (h) The Tombola will be organised once a week to be decided by the Board.
- (i) The contribution for Tambola sheet will be determined by the Tambola Committee with prior approval of the Board.

- (j) The Tambola Committee depending on the sale/collection from Tambola sheets will fix the prizes for housie, including bumper prizes, etc.

50. The conduct of chess game will be as per the international rules. Players will occupy the chess table on 'first come first served' basis unless a table is reserved previously in writing.

Tennis, Squash and Badminton

51. The Games and Sports Committee shall manage the affairs of tennis, squash and badminton as per the following guidelines:

(a) **Tennis:**

- (1) The timings for playing tennis shall be fixed by the Board.
- (2) The Games and Sports Committee with prior approval of the Board will fix the fees for a game of tennis.
- (3) All players before the start of the game shall register their names and take receipt/token for the payment of fees for the game.
- (4) Separate charges will be paid for the services of markers and ball boys.
- (5) A player will take turn on 'first come first served' basis and will not repeat a game till such time the waiting player(s) complete his/their turn.

(b) **Squash:**

- (1) The Games and Sports Committee with prior approval of the Board will fix the fees for a game of squash.
- (2) All players before the start of the game shall register their names and take receipt/token for the payment of fees for the game.
- (3) A player will take turn on 'first come first served' basis and will not repeat a game till such time the waiting player(s) take his/their turn.
- (4) Player(s) may use the services of a marker by paying additional fees.
- (5) The Board shall fix the timings for playing squash.

(c) **Badminton:**

- (1) The Games and Sports Committee with prior approval of the Board will fix the fees for a game of badminton.
- (2) All players before the start of the game shall register their names and take receipt/token for the payment of fees for the game.
- (3) A player will take turn on 'first come first served' basis and will not repeat a game till such time the waiting player(s) take his/their turn.
- (4) The Board shall fix the timings for playing badminton.

Health Parlour

52. The Games and Sports Committee shall manage the affairs of the Health Parlour as per the following guidelines:

- (a) The Board shall fix the timings for the use of the health parlour.

- (b) The Games and Sports Committee with prior approval of the Board will fix the fees for the use of the health parlour.
- (c) Members, families and guests before the use of the health parlour shall register their names and take receipt/token for the payment of fees for the use of the health parlour.
- (d) Members, families and guests using the Health Parlour shall be responsible for careful handling of equipment to avoid accidents and/or damage to the equipment. The management shall not be responsible for any injuries and/or accidents from the use of the facilities.
- (e) In all cases of damages to the equipment the Games and Sports Committee will determine the cost of replacement to be borne by the member(s) responsible for the damage of the equipment.
- (f) Separate timings for use of the health parlour by ladies and girls may be fixed as decided by the Board.

Swimming

53. The Games and Sports Committee shall manage the affairs of the swimming pool as per the following guidelines:

- (a) All persons will use the swimming pool at their own risk.
- (b) The Games and Sports Committee with prior approval of Board will fix the fees for the use of the swimming facilities.
- (c) All swimmers before the use of the swimming pool shall register their names and take receipt/token for the payment of fees for the use of the swimming pool.
- (d) The swimming pool including the pool water and the poolside shall be kept clean and hygienic at all times.
- (e) All swimmer(s) shall take shower and ensure their feet are clean before entering the swimming pool and person(s) suffering from skin diseases shall not use the pool.
- (f) Women and girl(s) must wear caps while using the swimming pool or at the poolside.
- (g) The Board shall fix the timings for use of swimming pool facilities. Separate timings will be fixed for ladies and children below 6 (six) years of age.
- (h) Children below 12 years of age must be accompanied by their adult guardian(s).

Sports/Outdoor Activities

54. Outdoor games and sports including weekend cricket matches, athletic events, etc. will be organised from time to time by the Games and Sports Committee as per the decisions of the Board.

ICT

55. The ICT Committee shall operate all functions of the ICT based works. The Committee shall:

- (a) Undertake the automated system of CCCL and maintain the Club website and other ICT activities.
- (b) Be responsible for providing web-based information for members' service.
- (c) Provide on-premise Wi-Fi services to the Members.

Social and Cultural Programmes

56. Social and cultural programmes, including musical soiree, art and craft competitions for children, movies, excursions, picnics shall be organised from time to time by the Social and Cultural Committee as per the decisions of the Board.

Business Centre

57. The business centre of the Club will be run and administered as per the guidelines/policies laid down by the Board.

Literary Society, Library, Printing and Publication Committee

58. The Literary Society, Library, Printing and Publication Committee shall operate the Club Library as per the following guidelines:

- (a) The Printing, Publication and Library Committee shall undertake the printing and publication of Club bulletin/magazine.
- (b) The Printing, Publication and Library Committee shall recommend collection of books and publications.
- (c) The Board shall fix the timings for the library.
- (d) Organize issuance of books, other than reference books, to the Members.
- (e) Member(s), families and guests shall not bring any personal books in the Library.

Reception

59. The Club shall maintain a well-organised reception facilities during the Club timings. The Facilities and Services Committee shall be responsible for functioning of the reception. The following services and guidelines for Club reception shall as under:

- (a) Information on Club activities, including information, such as telephone numbers and addresses of members, etc.
- (b) Record all messages on telephones/fax of the office bearers and the members and transmit the same as per policy to concerned persons.
- (c) Receive and despatch all official mails and maintain proper record for the same.
- (d) Receive all guest(s) of member(s) as per Rule.
- (e) Maintain the Notice Board or the Stop Press with up to date information and instruction for the members.
- (f) Maintain the Suggestion and Observations Book of the Club and bring to the notice of the Board any observations or suggestions on the Club activities.

Lounges

60. The Club Lounges shall be well maintained for use by the Members at all times. The Facilities and Services Committee shall be responsible for proper maintenance of Lounge(s). The guidelines for use of lounges are:

- (a) Only member(s) and their families shall use the member(s) lounges. All children below 12 years of age must be accompanied by their parent/guardian.

- (b) Men and boys over 6 years are not allowed in the ladies lounge.
- (c) Smoking is prohibited in lounges and areas marked with NO SMOKING signs.
- (d) TV/Video Lounges shall be open to members and the channels for viewing will be based on the basis of request from the majority of the members present.

Powder Room and Nursery

61. A separate powder room will be provided for the ladies.
62. The nursery will be provided for children below 2 (two) years of age with accompanying nannies/maids.

Video Games

63. The affairs of the Video-Game Centre shall be managed by the Social and Cultural - Committee as per the guidelines to be issued by the Board.

Observations and Suggestions

64. Member(s) having any observations or suggestions on the functioning of any facility or service of the Club shall enter the same (observations/suggestions) in the register (specimen given in Appendix 7) available at the reception. Such observations and suggestions shall be dealt in the following manner:

- (a) Facilities and Services Committee will forward the observations and/or suggestions to the Director Admin upon receiving the same from any Member with comments and/or opinion including actions taken by them.
- (b) The Director Admin will take prompt action on the observations and/or suggestions together with the various facilities/services upon receipt of the same and make a note of the actions taken and register in the observations and/or suggestions book of all actions taken on the observations/suggestions made. Member(s) making an observation and/or suggestion, if interested to know what actions have been taken on the observation and/or suggestion made by him/her shall check from the observations and/or suggestions register maintained at the reception.
- (c) The Director Admin shall deal with all observations and/or suggestions within 7 (seven) working days upon receiving the same depending on the nature of the observations and/or suggestions.
- (d) The Director Admin shall put-up all observations and/or suggestions to the Board that needs to be dealt by the Board of Directors.

65. The Director Admin and/or the Convenor of the Facilities and Services Committee shall maintain close contact with the Member(s) while dealing with his/her observations.

XIII – USE OF CLUB BY FAMILIES, GUESTS AND NON-MEMBERS

66. Spouses of members may make use of various facilities and/or services open for them. Children below 21 years of age may be allowed to use the Club for specific purposes as decided by the Board and on application by their parents. No subscription shall be paid for using the Club under this Rule.

67. A Primary Member may introduce a visiting guest on payment of a guest fee as prescribed by the Board provided that person residing in greater Dhaka city and not a member of the Club shall be introduced as a visiting guest except to attend a party for which a member has reserved a space or part of the Club or for attending a facility or service allowed on specific occasions by the Board. No person who has been discontinued from membership of the Club under Art. 16 (b),(e) and (f) or has

been refused admission to the Club shall be introduced as visiting guest(s). Any member introducing a visiting guest shall be responsible for the conduct of his/her guest(s) and shall abide by the Codes of Conduct as applicable for the members contained herein these Bylaws including payment of all Club dues owed by such guest(s).

68. The Board may allow the use of any games and sports facility on regular basis to any non-member for optimum utilization of these facilities. Such non-member user shall be of good repute and social standing and shall be introduced by a primary member. The permission to allow such use of the facilities to non-members shall be on a temporary basis not exceeding three months at a time. The charges/fees for the use of each facility shall be decided by the Board.

XIV – CODES OF CONDUCT FOR MEMBERS

General

69. Keeping in view the traditions of the ex-cadets, the conduct of the members is expected to be of high standard with dignity and respectability and in that the member(s) while using various facilities and services of the Club shall adhere to the following codes of conduct:

- (a) To abide by all Rules and Regulations, policies and/or instruction(s) of the Club.
- (b) To maintain the peace, harmony and stability of the Club at all time.
- (c) To refrain from any conduct against the objectives of the Club or any activities detrimental to the image, reputation and interest of the Club.
- (d) To use the Club between opening and closing hours;
- (e) To sign the attendance register for self, families and/or guests (specimen given in Appendix 8) in the Club reception for every visit to the Club.
- (f) To adhere to the dress code as per para. 72 of the Bylaws.
- (g) To assist the management in smooth functioning of various activities of the Club.
- (h) To refrain from carrying any firearms, weapons and explosives with or without license at any time inside the Club premises.
- (i) To refrain from criticising the decisions and actions of the Board or any other Office Bearer in the service of the Club.
- (j) To refrain from discussing or debating on controversial subject(s), such as politics, religion, persons, etc.
- (k) To refrain from betting, shouting and/or entering into arguments with any person.
- (l) To refrain from abusing any Club employee physically or verbally.
- (m) To pay the Club dues in time as per Rule.
- (n) To refrain from bringing pets to the Club.
- (o) To refrain from giving any money, tips, gifts and/or gratuity to any employee of the Club. Any Eidee paid to the employees shall be deposited centrally and re-distributed equally among all employees of the Club.
- (p) To refrain from spreading improper remark and insult involving any EC member or Club member in any manner in any media like electronic and social media.

Club Timings

70. The Club timings including timings for various facilities and/or services shall be decided by the Board and be notified in writing.

Parking

71. The Club shall provide specific parking areas for cars belonging to the members. All cars must be so parked as per parking instructions to avoid any obstruction to movement of traffic within the parking area and/or from and into the parking area.

Dress Code

72. All members, families and guests shall adhere to the dress code as mentioned:

- (a) The following shall not be allowed:
 - (1) Pajamas/salwar with shirt in all areas at all times.
 - (2) Crew neck T-shirt, jogging suit, baseball caps, etc. in the lounges, bar, billiards and card room, library, dining, auditorium, hall room etc. at all time.
 - (3) Shorts or half pants in all areas except in designated areas to be notified in writing. This Rule is not applicable for children below 12 years of age.
 - (4) Swimsuits, etc. in all areas at all time except swimming pool.
 - (5) Sports shoes and sneakers in the lounges, dining, billiards, bar, card room, and other common areas at all times.
 - (6) Sandals, chappal or sleepers (without back-strap) in all areas at all time.
 - (7) Lungee, dhoti, etc. in all areas at all times.
 - (8) Sleeveless shirts by men/boys in all areas at all time.
- (b) Dress codes for various sports facilities and events shall be issued separately and displayed in the respective facilities.

73. The Club may refuse to provide any service to any member, families and/or guests who are not dressed as per the Dress Code.

Families and Children

74. All facilities and services of the Club except the Bar and the Card Room shall be open for use by Members families and children below 21 years of age. Members' wives may be allowed in the Bar when accompanied by their spouses. Male spouses of female Primary Members shall enjoy the same facilities as the Members except the Primary Members.

75. Children under the age of 12 are not allowed in the Club after 7-00 p.m. except in specific areas, programmes or events or when accompanied by their parent(s).

76. Nannies or maids accompanying families or children shall not be allowed in the lounges or in any facilities or services except in the nursery for children below 2 (two) years of age.

Visiting Guests

77. Members may introduce a person of good repute and social standing as guest(s) in the Club as per the following guidelines:

- (a) The Board shall frame policies including restrictions for the use of various facilities and services of the Club by the Members' guest(s).

- (b) Names of visiting guest(s) on each visit shall be entered in the Guest Register available at the reception and be signed by the members introducing such guest(s).
- (c) The Member(s) introducing a person as visiting guest(s) shall subscribe a guest fee as fixed by the Board for each guest for each visit.
- (d) All members(s) introducing a visiting guest in the Club, other than the room guests, shall be present with the said guest until the same guest leaves the Club and shall be responsible for the conduct of the guest(s) so introduced by him/her (member) including payment of all bills/dues.
- (e) Member(s) of affiliated Club(s) will pay guest fees and other charges as per the terms of affiliation.
- (f) No resident(s) of Dhaka City shall be introduced as guest(s) unless allowed by the Board.
- (g) Residents in guestrooms may use the Club facilities and services without guest fees provided they pay all charges for the goods and services used.
- (h) A person shall not be introduced as guest for more than 4 (four) days in a month.

Payment of Bills

78. All members shall settle all bills on account of purchase(s) of any goods and services whenever such bill is presented. All bills should be marked 'PAID' after payment and a copy of the bill shall be maintained by the member(s). Separate policies shall be issued for CREDIT payment when such facilities are introduced.

XV – MEMBER'S DISCIPLINE

79. Any Office Bearer and/or any Member may complain in writing to the Director Admin against any other Member on any conduct in breach of the Rules to be placed before the Board. The Board shall, whether any complaint is made or not, take immediate cognizance of any breach of the Rules or any conduct on the part of a Member which is likely to interrupt or endanger the stability and/or harmony of the Club or be prejudicial to its interest. The Board shall, after giving the concerned member an opportunity to explain about his/her conduct, refer the matter to the Discipline Committee for investigation and recommendation for further disposal as per Rule except in cases of serious breach of the 'Codes' as provided in paras. 69-78 under Section XIV of these Bylaws the Board may as per Art. 16. (e) refrain any member from visiting the Club for a period not exceeding 90 days at a time pending investigation by the Discipline Committee and final disposal by the Board.

80. The Board by resolution in a special meeting for the purpose shall take the final action on the recommendation of the Discipline Committee provided that the Board shall have the powers to reject any recommendation(s) of the Discipline Committee in part or in full without assigning any reason. The quorum for such special meeting of the Board shall be three-fourths of the Office Bearers and minimum two-thirds majority of the Office Bearers present in the meeting shall adopt the resolution.

81. After proceeding as per paras 79 and 80 above the Board may penalise a Member for any loss or damages to any property of the Club and/or suspend a Member from his/her membership of the Club for a period not exceeding 180 days and/or call upon a Member to resign from his/her membership of the Club within 7 (seven) days failing which the said Member shall be expelled from the Club under Arts. 16. (e) and/or take any other legal action against a Member as per Law.

XVI – CLUB EMPLOYEES

General

82. The Club employees will comprise of all executives and staff paid out of the Club funds and shall be appointed as per Rule contained herein these bylaws.

83. The Board in consultation with the Directors will determine the manpower requirement of the Club from time to time basing on the requisition forwarded by the Director-in-Charges or Committees as per Appendix 6.

84. The types of employment in the Club shall be as follows:

- (a) **Contractual Employee:** The Club employees will be appointed mostly on contract basis as per the following terms:
 - (1) An employee appointed on contract basis shall undergo a probation period between 3 (three) to 6 (six) months excluding training period (if any). During the probation period the service may be terminated on 7 (seven) days notice.
 - (2) An employee, on successful completion of the probation period will be appointed for a period not exceeding 2 (two) years and extendable by 1 (one) year at a time.
- (b) **Permanent Employee:** The Board in exceptional cases may grant permanent employment to employees as per the following terms and conditions:
 - (1) On completion of 2 (two) years of contract service as per Para. 87. (a) and on recommendations of the HR, Admin and Welfare Committee.
 - (2) The length of service for a permanent employee shall not exceed 40 years of service including 2 (two) years of contract service or 60 years of age whichever is earlier. Any employee contractual, permanent and/or daily/casual shall not receive any other benefit other than those contained herein these Bylaws.

Pay and Allowances

85. The Board shall recommend the pay and allowances for all Club employees for approval by the General Body in the annual budget of the Club. For the purposes of pay and allowances all employees shall be categorised as follows:

- (a) **Managerial and Executive Staff – will include the following posts:**
 - (1) General Manager(s).
 - (2) Manager(s) and Assistant Manager(s) of various facilities or services.
 - (3) Comptroller and Finance Manager(s).
 - (4) Graduate and/or diploma engineer(s) to operate and manage different facilities.
- (b) **Facilities and Services Staff – will include the following posts:**
 - (1) Supervisors of various facilities and services.
 - (2) Cooks and Chefs.
 - (3) Markers, Trainers, Life Guards, etc.
 - (4) Electricians, Plumbers, Carpenters, etc.
 - (5) Waiters, Masalchi, etc.
- (c) **General Service Staff – will include the following posts:**
 - (1) Office Superintendent.

- (2) Accountant.
- (3) Receptionist, Clerks, Drivers and Cashier.
- (4) Security Guards, Gardeners, Messengers and Cleaners.

86. The pay and allowances of the Club employees shall be consolidated to include:

- (a) Salary/Wages.
- (b) House Rent.
- (c) Conveyance.
- (d) Medical Allowances.

Appointment of Club Employees

87. The following procedure shall be observed for appointment of Club employees:

- (a) The Member(s) in-charge shall give requisition for employment of manpower based on the projections for their respective functions, facilities and services along with qualification and experience for different posts for employment. Such requisition for manpower shall be given in the prescribed form (specimen given in Appendix 6) for approval by the Board.
- (b) The Director Admin after the approval by the Board shall issue notices in the Club Notice Board and/or through the media seeking application for employment in the vacant posts.
- (c) All applications received from the prospective candidates in the prescribed application form (specimen given in Appendix 7) shall be placed before the HR, Admin and Welfare Committee who shall process all applications as per the following guidelines:
 - (1) The HR, Admin and Welfare Committee shall scrutinise all applications and short list the names of applicants having requisite qualifications and experience. The applicants placed in the short list shall be invited for interview/tests at a date and time to be determined by the HR, Admin and Welfare Committee.
 - (2) Each member of the HR, Admin and Welfare Committee shall assess each candidate strictly on the basis of the candidate's performance and merit and shall complete the Selector's Assessment Form (specimen given in Appendix 8).
 - (3) The HR, Admin and Welfare Committee shall recommend one candidate for appointment in each post and place another candidate as reserve.
- (d) On final approval of the appointment by the Board the Director Admin shall issue an appointment letter to the selected candidate for the post applied giving the terms and conditions for such appointment as per specimen in Appendix 9 along with the job description as per specimen in Appendix 10.
- (e) An applicant shall be allowed to join his/her post only after signing his/her acceptance of the aforementioned terms and conditions in the appointment letter.

88. Every newly appointed employee shall undergo a probationary period of three months. At the end of the probationary period, the concerned Director-in-Charge shall furnish an evaluation report including his/her recommendation to the Board for final confirmation or rejection of the employee. The

Board may extend the probationary period to maximum six (06) months on request of the concerned Director-in-Charge.

89. The Board may reject any recommendations of the HR, Admin and Welfare Committee for appointment in full or in part without assigning any reason.

Benefits and Privileges

90. In addition to the aforementioned policies on pay and allowances, all Club employees shall be entitled to the following benefits and privileges:

- (a) Pay and allowances as approved by the Board.
- (b) Festival bonus equivalent to one month's pay to be paid in instalments during the two Holy Eid festivals provided that such bonus shall be paid to an employee having minimum 10 (ten) months of service (excluding leaves and training periods).
- (c) Contributory provident fund as and when introduced as per Rule.
- (d) Overtime for the actual duration of overtime work.
- (e) Annual increase in pay and allowances equivalent to 10 (ten) percent of the basic salary on recommendation of their respective departmental head who should be an Office Bearer provided that no such increase in pay and allowances shall be applicable in the first two years for employees on contract service.

In case the annual increase in pay and allowances of an employee is withheld by the respective departmental head due to non-performance, a report of non-performance shall be initiated by the said Office Bearer in writing assigning specific reasons for withholding such annual increment to be approved by the Board.

- (f) Permanent employees with minimum 05 (five) years service excluding service during contract period shall be entitled to gratuity equivalent to one-month basic salary for each year of service.

In case the services of a permanent employee is terminated or he/she is dismissed for misconduct as per paras. 93, 94 and 95 the gratuity of the said employee shall be forfeited in part or full as decided by the Board.

- (g) Twenty (20) days leave with pay in a year including medical and/or sick leave.
- (h) Any other benefits as may be approved by the Board to attract highly deserving candidates for important posts or appointments.

Duties and Responsibilities of the Club Employees

91. The duties and responsibilities of all employees of the Club in general shall be as follows:

- (a) The normal working hours for all employees shall be 48 (forty eight) hours a week, which may be split in several shifts and/or adjusted to adapt to the Club timings and/or functioning of various facilities and services.
- (b) All employees of the Club prior to joining his/her assignment shall deposit a refundable security deposit equivalent of one-month pay and allowance with the Club account. In case an employee is unable to pay the security deposit prior to the joining of assignment the same shall be realised from the salary by deducting an amount not exceeding 10 (ten) percent of his monthly pay at a time.
- (c) All employees of the Club will remain in their work place during the duty hours as per the roster and shall report to the duty place minimum 15 (fifteen) minutes before the start of the actual duty hours.

- (d) An employee of the Club when required to work overtime he/she shall not refuse such overtime duties when detailed by the authority. All employees shall be entitled to overtime allowance for the actual duration of the overtime work provided that such overtime work shall be for a minimum one-hour duration on daily count.
- (e) All overtime shall be approved by the Office Bearers in-charge of various facilities and services with intimation to the Director Admin, which shall be recorded with the Club accounts for payment of overtime allowance. The rate for such overtime work shall be same as for the normal working time.
- (f) The employees of the Club shall be responsible for the Club properties held in their respective charges and will be responsible for proper handing and/or taking over of the said properties including all account(s) and/or fund(s) in writing before joining or leaving a post.
- (g) All employees of the Club shall work with utmost efficiency and diligently in their respective posts and/or work place and shall be responsible to the Director Admin through their respective superiors.
- (h) All employees of the Club shall be properly dressed as prescribed by the Board and shall maintain proper bearing including proper haircut and personal hygiene and cleanliness at all times.
- (i) All employees on termination of the service shall settle all claims with the Club before being finally relieved.

Leave

92. An employee of the Club is entitled to 20 (twenty) days leave in a calendar year with full pay including medical and/or sick leave. An employee requesting for leave should apply in writing to the Director Admin with recommendations from the respective departmental heads who should be an Office Bearer at least 7 (seven) days before actual date of start of leave. All leave requests shall be approved by the Director Admin and records of such leaves shall be entered in the leave register. The Director Admin may disapprove and/or cancel any leave application without assigning any reason. Any employee absenting from his/her work place without leave shall be dealt with as per Para. 92 and 93.

Conduct of Club Employees

93. All employees of the Club shall maintain proper discipline at all times within and outside the Club. The conduct of all employees of the Club shall be as follows:

- (a) An employee of the Club shall not misbehave with or abuse or criticise any Member of the Club including the families and guest(s) or any other employees. Any complaints from and against an employee of the Club shall be made in writing to the Director Admin for appropriate action as per Rule.
- (b) The employees of the Club shall not participate in any political activities directly or indirectly; and/or shall not form any union and/or association within or outside the Club premises or be a member of any such union or association and/or shall not participate in or organise any activities against the interest of the Club.

94. All disciplinary cases against the employees shall be dealt with as per the Rule contained herein and action against any employee may include one or more of the following punishments:

- (a) Forfeiture of pay/allowances and/or leave/holidays and/or gratuity.
- (b) Withholding of annual increment and bonus.
- (c) Suspension or termination or dismissal from employment with or without any benefit.

- (d) Legal actions as per law for offences under criminal law.

95. All disciplinary cases against the employees of the Club shall be placed before the Board through the HR, Admin and Welfare Committee for final disposal. An employee of the Club may appeal to the President for review of his/her punishment, which shall be referred to the Board for review. The Board on receiving the appeal may consider the same and give its decision, which shall be final.

XVII – PROCEDURE FOR CONDUCTING ELECTIONS

General

96. As stated in the Art. 56 the elections for the Office Bearers shall be held by secret ballot in the Annual General Meeting as per the procedure laid down in the Bylaws.

Election Commission

97. The election of the Office Bearers shall be conducted by the Election Commission to be constituted as per the following guidelines:

- (a) The Board shall form the Election Commission from among the Primary Members eligible to attend and vote in the Annual General Meeting provided that such Election Commission members are not from among the Office Bearers.
- (b) The Election Commission shall comprise of 9 (Nine) members as follows:
 - (1) Chairman - 1 (one)
 - (2) Member Secretary - 1 (one)
 - (3) Members - 7 (seven)
 - (4) Election Commission may co-opt additional member(s) as and when required with prior information to the Board.
- (c) The Board shall circulate the names of the members of the Election Commission at least 45 days prior to the actual date of the election.
- (d) The members of the Election Commission shall not seek elections of the Office Bearers.
- (e) The services of the members of the Election Commission shall be honorary.

Voter

98. All Primary Members that is FOUNDER, DONOR, LIFE and GENERAL MEMBERS who have cleared all Club dues including dues of affiliated and/or subsidiary organisations at least 15 (fifteen) days prior to the actual date of election are eligible to vote in the elections of the Office Bearer provided that his/her name is in the voter list to be circulated by the Board at least 10 (ten) days prior to the actual date of voting.

Submission of Nomination

99. Any Member eligible to vote in the election to the Board may submit his/her nomination as per the following guidelines.

- (a) A candidate may seek nomination for only one position of the Board. The candidate has to collect his/her nomination paper by himself/herself or by his/her authorized person (in writing) only.

- (b) A Member who has ceased to be an Office Bearer under Art. 38. (c) and (d) shall not be eligible for election to the Board for two consecutive terms from the period he/she has been vacated from the Board.
- (c) An Office Bearer whose tenure of office expires in the year in which the elections is being held may seek re-election to the Board provided that such Office Bearer has not been in the same position for more than two consecutive tenures each of one years.
- (d) All nominations shall be submitted in the prescribed nomination paper (specimen given in Appendix 11) to be issued by the Election Commission duly signed by the candidate himself/herself and by his/her proposer and seconder who shall be from among the Primary Members eligible to vote in the election.
- (e) The nomination paper duly completed by the candidate seeking election for any of the vacant position as per Para. 99 shall be submitted to the Election Commission at a time and place to be designated by the Election Commission at least 15 (fifteen) days prior to the actual date of election.
- (f) The Election Commission on receipt of the nomination papers shall scrutinise the same and prepare a valid list of candidate(s) within 24 (twenty-four) hours from the last time for submitting the nomination paper showing the position against which such nomination is submitted and display the same in the Notice Board.
- (g) The nomination paper may be withdrawn by the candidate within 48 hours from the circulation of valid list of candidates on the Notice board.
- (h) After the last time given for withdrawal the Election Commission will prepare the final list of candidates and display the same on the Notice board within 24 hours from the last time for withdrawal.

Balloting and Counting of Votes

100. The procedure for the conduct of the balloting and counting shall be laid down in the election schedule to be issued by the Election Commission as per the following guidelines:

- (a) The Election Commission shall issue ballot papers (as per specimen given in Appendix 12) in the election booth after ascertaining the identity and the eligibility of the voter from the voter list issued earlier.
- (b) Counting of the votes shall start in the presence of the candidates and/or their representatives immediately after the expiry of voting time and continue until all votes are counted and the results are compiled and signed by the Election Commission.
- (c) The names of the elected members against each position shall be announced by the Chairman of the Election Commission on the same day and shall be displayed in the Club Notice Board within 24 (twenty-four) hours of the counting of votes and compilation of the results.
- (d) The candidate can canvass through print and digital media. However, postering of printed materials is not permitted. The candidate can also organize group discussions/parties with due intimation to the Election Commission. Such discussions shall preferably be held in the Club premises. Club shall keep minimum two days/venues reserved for every candidate, and the candidates must confirm their reservations minimum 15 days prior to such occasion. Besides, the Election Commission shall organize introduction of the candidates.

Powers of the Election Commission

101. In the conduct of the election of the Office Bearers the Election Commission shall exercise the following powers:

- (a) The Election Commission shall have the full powers to conduct the elections in a peaceful manner and may issue any instruction or instructions, to supplement and/or complement the Rules set forth herein these Bylaws.
- (b) The Election Commission may invalidate a nomination paper or cancel a ballot paper during the process of election on any breach of the Rule(s) for election.
- (c) On matters of any dispute, a candidate shall appeal to the Chairman, Election Commission who shall refer the matter to the Election Commission for final disposal.

102. All decisions of the Election Commission in the conduct of the election or on any dispute arising out of the conduct of the elections of the Office Bearers shall be final and binding.

103. The Election Commission shall submit the final report with election results to the Board for adoption in the Annual General Meeting.