

Preface

Dear Members

It gives me the pleasure to present this booklet containing the club rules, which is very exhaustive and informative to the members of the BALASORE CLUB.

Any organisation has its own rules and regulations to govern it. Our club also has a set of rule and regulation. However, it was felt to review the same in the changed scenario and considering the future growth and for proper functioning of the club. I thank Shri R.C. Samal for sparing his valuable time for his support in compiling these rules & regulations.

The club has been growing as a prestigious Club of this City. The new premises established on about two acres of land and inaugurated on 13th October 2007, when fully completed will have various facilities mainly swimming pool, lawn tennis & badminton courts, indoor games like table tennis, billiard & pool tables, guest rooms, library, an auditorium for entertainment etc. Altogether it will have about 7,500 Sq. ft. constructed area. Such a facility could be comparable with any national level club. I am sure clubbers will enjoy the same.

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As I had said during the inauguration, I am proud to be associated with this beautiful organisation. I extend my good wishes to the members and for the club to grow leaps and bounds in future.

[Dr. A.C.Parihari]
President

THE INCUMBENTS

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1: RIGHT TO ENTRY

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2: MEMBERSHIP

Membership of the club is open to Ladies and Gentlemen who are above the entry age. The total number of Life Members excluding other categories of Members shall at no time exceed one thousand. However the Committee shall have discretion to exceed this limit in the circumstances found necessary to do so.

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- (ii) Sitting Member of Orissa Legislative Assembly or Parliament and persons/ officers in constitutional bodies, such as judiciary, commission etc., on tenure basis
- (iii) Senior Official of Public Sector undertaking and autonomous bodies of Govt. of Orissa/ India
- (iv) Retired Govt. servants with excellence in any creative field.

4.4 Ex-Officio Member:

Persons of preeminence by virtue of their well defied positions in government and civic administration may be invited for membership with the approval of the executive committee to become ex-officio member, subject to their acceptance, without the usual admission procedure and without payment of entrance fees and monthly subscription fee, but shall pay any other fee charged by the club or charges for usages and consumption.

Following are the positions for Ex-Officio memberships;

- (i) The Collector & District Magistrate, Balasore, (ii) D.I.G. of Police Eastern Range, Balasore (iii) Superintendent of Police, Balasore, (iv) Director of I.T.R., Chandipur, (v) Director of P.X.E., Chandipur, (vi) Superintendent of Police (Vigilance), Balasore, (vii) The District Judge, Balasore, (viii) Asst. Commissioner, Central Excise & Customs, Balasore.

This privilege will automatically cease when the persons vacates the concerned position.

5: ADMISSION PROCEDURE & COMMENCEMENT OF MEMBERSHIP

5.1 Admission Procedure:

- (i) The Membership of the club is by application.

- (ii) Every person desiring to become the member of the club, except for Honorary & Ex-Officio Member shall apply in the prescribed form duly proposed by one Member and seconded by another member of the club, both of whom the applicant must be known personally along with prevailing membership fee. Proposals without membership fee shall not be considered.
- (iii) The proposal so received, after the scrutiny by the Hon. Secretary and if found acceptable, shall be put on the notice board of the club at least two weeks in advance of the date of the committee meeting when the proposal shall be considered, for member's information and filing objection, if any.
- (iv) If three or more permanent members of the club object in writing against the admission, such application for Membership shall be rejected. Such objections in writing shall be kept confidential.
- (v) If no objection is received, the same shall be placed before the committee for consideration. While considering the same, the committee shall discuss every aspects of the applicant before granting him the membership of the club. The committee may reject the application, if it think appropriate and in the best interest of the club without assigning any reason.
- (vi) The Hon. Secretary, if thinks necessary, may request the proposer to invite the applicant to the club for a personal interview before recommending to the committee.
- (vii) The Hon. Secretary, if thinks necessary, may constitute a screening committee consisting of permanent members of the club for screening the membership applications received by the club. The Committee shall advise the Hon. Secretary with their findings within a given time frame. The screening committee shall be of advisory nature which shall stand dissolved automatically on submission of their report or time period, which ever is earlier. The Executive Committee may accept or reject the recommendation of the screening committee. The Executive Committee, if so desires, may constitute a Membership Screening Committee permanently.
- (viii) The application for membership can be withdrawn before approval, in writing. In such case, the membership fee paid along with the application shall be refunded.
- (ix) If the applicant is not admitted, the Hon. Secretary shall inform the proposed of the same and refund the membership fee received with the application forthwith.
- (x) An applicant whose application is rejected or whose name is withdrawn shall not again be proposed for admission to the club for a period of six months from the date of rejection or withdrawal.
- (xi) The final authority to approve the applications for membership lies with the committee only, whose decision shall be final.

5.2 Commencement of Membership;

- (i) All cases the Membership shall commence from the date of approval by the Executive Committee, except in case of an Honorary Member & Ex-Officio Member, which shall commence from the date of acceptance of the offer extended by the Committee.
- (ii) In the case of Ex- officio members who are in the committee of the club, the membership shall commence from the date of their joining their respective official positions in Govt.

- (iii) Where, an application has been received for membership and put up on the Notice Board, the Hon. Secretary, if he thinks fit, may invite the applicant to visit the clubs until his application is considered and disposed off by the Committee. However, the prospective member visiting the club will not have any privilege of a member. Such member shall be required to either accompany his proposer or inform the manager of the club before entering the premises.

5.3 Transfer/ Conversion of Membership;

- (i) Membership of the club is non-transferable.
- (ii) Individual membership can be converted to corporate category by application with fee as applicable to the corporate membership reduced by the fee of an individual member at the prevailing rate and subject the criteria and rules as followed for the admission of a corporate member. Such application shall be treated as a new application for all practical purposes.

6: ENTRANCE/ MEMBERSHIP FEE:

- 6.1 Applicants have to pay entrance/ membership fees prevailing at the time of application for the membership of the club.
- 6.2 Entrance/ membership fee is non refundable and non-adjustable, except where the application for membership is rejected by the committee.
- 6.3 Entrance/ membership fee is charged towards the infrastructure cost and can not be construed with security deposit or any other deposit to the club. If a member leaves the membership of the club for whatsoever reason, entrance/membership fee is forfeited.

7: MONTHLY SUBSCRIPTION & OTHER CHARGES:

- 7.1 The monthly subscription is charged from the members for the maintenance & upkeep of the common facility and to cover the fixed expenses of the club.
- 7.2 The monthly subscription as applicable to all categories of member shall be payable as per the prevailing rates as fixed and revised by the committee from time to time.
- 7.3 All programs of the club, where cost is involved for organizing the same, are normally chargeable to the attending members. The rates are fixed after considering the cost involved in the same and are informed in the program circular. However, the committee may decide to charge fixed cost for any or all programs and charge to member's account, irrespective of his attendance.
- 7.4 The committee may decide to fix a minimum amount to be spent by the members of the club in club's food, beverages and sporting services etc., in a specific period.
- 7.5 Some or all of the facilities of the club may be charged separately as may be fixed by the committee from time to time. The charges so fixed may either be on monthly or on usage basis.
- 7.6 The committee may decide to charge any other fee or charges periodically, as they may think fit, on regular basis for short/long period to cover any specific or general cost or expenses.
- 7.7 The monthly subscription is payable in advance. All other dues of the member shall be paid within the period prescribed by the committee.

8: MEMBERSHIP CARD:

- 8.1 Each primary member shall be provided with a photo membership card upon submission of his photographs and membership profile as required by the club.
- 8.2 Corporate membership card shall be issued to their nominees only with their photographs, which shall be surrendered upon change of nomination.
- 8.3 If the card is lost, subsequent card shall be issued at such charges fixed from time to time upon application from the member concerned.
- 8.4 The Membership Card shall be surrendered to the club upon cessation of the membership.

9: FAMILY MEMBERS

Family members are allowed without guest fees. Wife, spouse, son(s) up to the entry age, unmarried daughter(s) of a member shall be treated as family members.

10. GUESTS:

No person shall be allowed to the club unless introduced and accompanied by a member except otherwise permitted as under:

10.1. Local Guests;

- (i) Local guest is a person who is introduced by a permanent member of the club and is staying within a radius of 50 KM of Balasore municipal area. Local guests are not permitted in the club's premises except to attend a club's program, in which such guests are specially permitted.
- (ii) Member's parents, own unmarried brother & sister up to the entry age and spouse's parents can attend the club as member's guest and avail any or all services without payment of guest fee. However, in any program of the club where program fee is charged, guest fee shall be payable by them.
- (iii) Local guests can be permitted in a personal party or function hosted by the member for which prior permission has been obtained from the Hon. Secretary under club's rules. The member hosting the party or the function shall remain present through out and the movement of guests shall be restricted to the specified area.

10.2 Outstation Guest:

Out station guest is a person who is introduced by a permanent member of the club and is staying beyond a radius of 50 KM of Balasore municipal area. A member may introduce to the club an outstation guest on not more that twelve occasions during a calendar year.

- 10.3 The name & address of the guests shall be entered in the book provided for the purpose. Every member introducing guests shall be responsible for their conduct and for their compliance of the Rules and Bye-laws of the club.
- 10.4 Guests fees shall be paid by the introducer, which shall be charged in the concerned member's bill.

- 10.5 A member of the affiliated club may visit the club as a guest member subject the club's rule. Such member need not accompany any local member provided he submits his identity card.

11 USE OF CLUB FACILITIES AND PAYMENT OF CLUB DUES:

11.1 Club Facilities/Amenities:

- (i) The amenities at the Club are intended primarily for the benefit of the members and their family.
- (ii) The member's guest or the members of the affiliated clubs will be permitted to use these facilities subject to such restrictions and conditions as may be prescribed from time to time.

11.2 Payment of Club dues:

- (i) Members (excepting Temporary Members and the members of the affiliated clubs) have the privilege to enjoy credit facility in the club during the month.
- (ii) The monthly bill is sent on 1st of the following month at the members address available in the club's records. If the bill is not received by 7th, the member concerned should contact the club's office for a duplicate bill. It is the member's responsibility to ascertain the amount he is liable to pay to the club.
- (iii) If any discrepancy is found in the bill, the member should bring it to the notice of the concerned official in writing within 15th of the month in which the bill is served. Thereafter, it will be treated as correct and accepted and no dispute will be entertained with respect to the said bill. The discrepancy, if any, shall be corrected within three days and informed to the concerned member.
- (iv) The due date for payment of the bill is 21st of the same month in which it is served.
- (v) It is the responsibility of the member to deposit his dues in the club's office within due date. If the member wishes his dues to be collected, may make a request the club authorities, who may make arrangement on payment of charges, as may be fixed from time to time.
- (vi) A member not likely to remain at the station on due date may deposit his monthly dues in advance. The club shall accept advance up to one year.
- (vii) Members shall settle their dues by cash, local cheques or credit cards accepted by the club. A receipt is issued for every payment received by the club. If the cheque issued to the club of a member dishonors, all subsequent payments shall be accepted in cash only. Bank charges for dishonor of the cheque shall also be debited to the members account. Outstation cheques are not accepted.
- (viii) The monthly bill can not be correlated with the supplies to the club by a member unless agreed and approved by the Hon. Secretary prior to the due date of the bill.
- (ix) If the bill remains unpaid on 1st of the following month in which it is presented, late fee or interest or any other fee for this purpose shall be charged at such rates prevailing from time to time.
- (x) **Default in club's dues;**

- (a) If the dues of a member remain unpaid on the 1st of the following month in which it is served, he shall be treated as "Defaulted in club's dues".
 - (b) If the bills remain unpaid for two calendar months, the name of member concerned shall be published on the Notice Board and credit facility shall be suspended until the dues are cleared.
 - (c) If the bill remains unpaid for four calendar months, his services shall be suspended.
 - (d) If the bill remains unpaid for five calendar months, his membership shall be suspended. In such case, the entry of the member shall be restricted inside the club.
 - (e) If the bill remains unpaid for six calendar months, his membership shall be terminated without any reference.
 - (f) The monthly subscription shall continue to be charged until the termination of the membership of the member.
- (xi) The outstanding at the time of leaving the club, if any, for whatsoever reason, shall be settled in cash. The outstanding can not be adjusted against entrance fee or any other fee or deposits except the security deposit or caution money. If the person leaving the club does not make payment, the amount shall be written off as bad debt by notifying on the club's notice board.

11.3 Credit Limit of the Member:

The committee may fix & revise from time to time a credit limit to be availed of by the members of the club. The committee may form rules to enhance the limit of a member on application. The secretary may enhance the limit temporarily on such application, based on his personal assessment until the application of a member is approval by the committee.

On achieving the limit, the member shall deposit an amount equivalent to 50% of his limit. If the amount is not deposited, the member will avail the services by paying in cash.

12 CESSATION OF MEMBERSHIP AND READMISSION:

12.1 Cessation of Membership:

A member shall cease to be the member of the club in any of the following ways:

- (i) On voluntary resignation addressed to the Hon. Secretary or on death of a member.
- (ii) On withdrawal of nomination by a corporate member.
- (iii) On expulsion by a vote of majority of the members present at the Annual General Meeting or at an Extraordinary General Meeting convened for the purpose.
- (iv) On vacating the concerned office by a Member admitted in his ex-officio capacity.
- (v) On removal of his name from the membership register of the club on account of negligence/ refusal in the payment of club dues as per the club's rule.
- (vi) On being found guilty of grave misconduct by the member or his guest.

- (vii) On being adjudged an insolvent by a competent court of law.
- (viii) On being convicted by a court for a criminal offense under any act or for involving in moral turpitude and his continuance as a member of the club is injurious for the atmosphere of the club.

12.2 Readmission:

- (i) A member, who had resigned in good standing from the membership of the club in the past on his own and wishes to be readmitted, shall be treated as a new applicant, except that his application may be considered out of turn.
- (ii) A nominee of the corporate member can be readmitted upon re-nomination.
- (iii) A person ceased to be the member, by resolution of the Annual General Meeting or an Extra Ordinary General Meeting of the Club or terminated as per the clubs' rule shall never be considered for readmission as a member of the club.
- (iv) A member whose membership has been terminated due to non payment of club's dues only and wishes to be readmitted, on his application within six months of his termination, may be readmitted as a member, subject to approval of the committee, provided;
 - (a) He clears all his past dues, as claimed by the club, along with late fee, if any, up to the date of readmission, as if he was the member of the club.
 - (b) Submits an undertaking for making club's dues regularly
 - (c) Deposits caution money equivalent to one year monthly subscription along with additional amount/charges as may be decided by the committee and any other fee or charges for readmission, if any, on such terms and conditions as may be fixed & decided by the committee from time to time.
 - (d) Caution money so received can be adjusted against the monthly subscription only after one year of readmission, if there is no default by the member concerned during the one year.
 - (e) The readmission fee shall be not less than 10% of the prevailing fee applicable for the individual life/ permanent member.
 - (f) If the membership of the club is closed, he can not be readmitted.
 - (g) A temporary member can not be readmitted under clauses above.

13. INDISCIPLINE, MISCONDUCT, PUNISHMENT & TERMINATION:

13.1 Indiscipline:

A member found guilty of committing following acts of indiscipline, action against such member can be taken as per the club's rule;

- (i) Uses in the club premises, improper language or indecorous behavior towards another member or member's family or guests or the employees of the club
- (ii) Damages club's property deliberately or behaves in a manner not befitting a member of the club.
- (iii) Assaults or threatens to assault any employee of the club.
- (iv) If a member's guest commits any of the acts of misconduct, it will be construed as an act of indiscipline committed by the member

13.2 Misconduct:

- (i) If any member, does an act without any authority, which causes interruption in the functioning of the clubs affairs or interferes in the functioning of the club, shall be treated to have committed an act of misconduct. The gravity of the misconduct shall depend on its consequence, which shall be liable for summary punishment as provided hereunder.
- (ii) Violation of the "Code of Conduct For Member" shall be treated as misconduct. If a member commits misconduct, which is not described in the bye-laws, rules or in the code of conduct, the interpretation shall be made by the President or in his absence, the Hon. Secretary, on the basis of the general conventions and practices. The President or the Hon. Secretary may refer the matter to committee for a decision.

The committee may formulate, elaborate, list and categorize the miscondacts for easy interpretation.

13.3 Code of Conduct for the Members:

A member of the club shall follow the code of conduct of the club. The code of the conduct of the members is as follows. The code may be revised and updated from time to time by the Committee. A Member shall;

- ✓ follow the club's rule and abide by the same.
- ✓ sign the register at the time of entry in the club.
- ✓ disclose the names of their guests along with full address before their entry inside the clubs.
- ✓ carry his membership card inside the club and present as and when demanded by the club authorities, including officers.
- ✓ maintain discipline in the club.
- ✓ pay their club's dues in time .
- ✓ not harm/ damage the club's property.
- ✓ not interferer in the day to day affairs of the club without any authority.
- ✓ behave in a decent manner/ not show aggression towards the other members, their guests and employees of the club.

- ✓ avail the facility in their order of booking, if such facilities are occupied or reserved.
- ✓ dress up/ wear clothes decently acceptable to other members.
- ✓ (male members) shall not enter the place(s) at the time, when reserved exclusively for ladies, such as swimming pool, Gym, Spa, Parlor etc.
- ✓ make entry of his name & signature in the register at every place(s) of facility, if the rules so require.
- ✓ sign the bill or make payment after consumption of food & beverages or using the facilities, before leaving the club.
- ✓ inform change in his address and constitution or in his profile.
- ✓ be responsible for the conduct of their guests in the club.
- ✓ not gives employment to any employee of the club for himself or for his associates directly or indirectly while they are in employment of the club.
- ✓ not bribe the club's employee for unauthorized use of property, services or facilities of the club.
- ✓ ensure their guests also follow the code of conduct.
- ✓ not carry fire arms (pistol etc. whether licensed or not) and display them inside the club premises.

(i)

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- (i) Gazetted officers of Govt. of Orissa, Govt. of India or any other State or Union territory working presently.
- (ii) Sitting Member of Orissa Legislative Assembly or Parliament and persons/ officers in constitutional bodies, such as judiciary, commission etc., on tenure basis
- (iii) Senior Official of Public Sector undertaking and autonomous bodies of Govt. of Orissa/ India
- (iv) Retired Govt. servants with excellence in any creative field.

4.4 Ex-Officio Member:

Persons of preeminence by virtue of their well defined positions in government and civic administration may be invited for membership with the approval of the executive committee to become ex-officio member, subject to their acceptance, without the usual admission procedure and

without payment of entrance fees and monthly subscription fee, but shall pay any other fee charged by the club or charges for usages and consumption.

Following are the positions for Ex-Officio memberships;

(i) The Collector & District Magistrate, Balasore, (ii) D.I.G. of Police Eastern Range, Balasore (iii) Superintendent of Police, Balasore, (iv) Director of I.T.R., Chandipur, (v) Director of P.X.E., Chandipur, (vi) Superintendent of Police (Vigilance), Balasore, (vii) The District Judge, Balasore, (viii) Asst. Commissioner, Central Excise & Customs, Balasore.

This privilege will automatically cease when the persons vacates the concerned position.

5: ADMISSION PROCEDURE & COMMENCEMENT OF MEMBERSHIP

5.1 Admission Procedure:

- (i) The Membership of the club is by application.
- (ii) Every person desiring to become the member of the club, except for Honorary & Ex-Officio Member shall apply in the prescribed form duly proposed by one Member and seconded by another member of the club, both of whom the applicant must be known personally along with prevailing membership fee. Proposals without membership fee shall not be considered.
- (iii) The proposal so received, after the scrutiny by the Hon. Secretary and if found acceptable, shall be put on the notice board of the club at least two weeks in advance of the date of the committee meeting when the proposal shall be considered, for member's information and filing objection, if any.
- (iv) If three or more permanent members of the club object in writing against the admission, such application for Membership shall be rejected. Such objections in writing shall be kept confidential.
- (v) If no objection is received, the same shall be placed before the committee for consideration. While considering the same, the committee shall discuss every aspects of the applicant before granting him the membership of the club. The committee may reject the application, if it think appropriate and in the best interest of the club without assigning any reason.
- (vi) The Hon. Secretary, if thinks necessary, may request the proposer to invite the applicant to the club for a personal interview before recommending to the committee.
- (vii) The Hon. Secretary, if thinks necessary, may constitute a screening committee consisting of permanent members of the club for screening the membership applications received by the club. The Committee shall advise the Hon. Secretary with their findings within a given time frame. The screening committee shall be of advisory nature which shall stand dissolved automatically on submission of their report or time period, which ever is earlier. The Executive Committee may accept or reject the recommendation of the screening committee. The Executive Committee, if so desires, may constitute a Membership Screening Committee permanently.
- (viii) The application for membership can be withdrawn before approval, in writing. In such case, the membership fee paid along with the application shall be refunded.
- (ix) If the applicant is not admitted, the Hon. Secretary shall inform the proposed of the same and refund the membership fee received with the application forthwith.
- (x) An applicant whose application is rejected or whose name is withdrawn shall not again be proposed for admission to the club for a period of six months from the date of rejection or withdrawal.

- (xi) The final authority to approve the applications for membership lies with the committee only, whose decision shall be final.

5.2 Commencement of Membership;

- (i) All cases the Membership shall commence from the date of approval by the Executive Committee, except in case of an Honorary Member & Ex-Officio Member, which shall commence from the date of acceptance of the offer extended by the Committee.
- (ii) In the case of Ex- officio members who are in the committee of the club, the membership shall commence from the date of their joining their respective official positions in Govt.
- (iii) Where, an application has been received for membership and put up on the Notice Board, the Hon. Secretary, if he thinks fit, may invite the applicant to visit the clubs until his application is considered and disposed off by the Committee. However, the prospective member visiting the club will not have any privilege of a member. Such member shall be required to either accompany his proposer or inform the manager of the club before entering the premises.

5.3 Transfer/ Conversion of Membership;

- (i) Membership of the club is non-transferable.
- (ii) Individual membership can be converted to corporate category by application with fee as applicable to the corporate membership reduced by the fee of an individual member at the prevailing rate and subject the criteria and rules as followed for the admission of a corporate member. Such application shall be treated as a new application for all practical purposes.

6: ENTRANCE/ MEMBERSHIP FEE:

- 6.1 Applicants have to pay entrance/ membership fees prevailing at the time of application for the membership of the club.
- 6.2 Entrance/ membership fee is non refundable and non-adjustable, except where the application for membership is rejected by the committee.
- 6.3 Entrance/ membership fee is charged towards the infrastructure cost and can not be construed with security deposit or any other deposit to the club. If a member leaves the membership of the club for whatsoever reason, entrance/membership fee is forfeited.

7: MONTHLY SUBSCRIPTION & OTHER CHARGES:

- 7.1 The monthly subscription is charged from the members for the maintenance & upkeep of the common facility and to cover the fixed expenses of the club.
- 7.2 The monthly subscription as applicable to all categories of member shall be payable as per the prevailing rates as fixed and revised by the committee from time to time.
- 7.3 All programs of the club, where cost is involved for organizing the same, are normally chargeable to the attending members. The rates are fixed after considering the cost involved in the same and are informed in the program circular. However, the committee may decide to charge fixed cost for any or all programs and charge to member's account, irrespective of his attendance.
- 7.4 The committee may decide to fix a minimum amount to be spent by the members of the club in club's food, beverages and sporting services etc., in a specific period.

- 7.5 Some or all of the facilities of the club may be charged separately as may be fixed by the committee from time to time. The charges so fixed may either be on monthly or on usage basis.
- 7.6 The committee may decide to charge any other fee or charges periodically, as they may think fit, on regular basis for short/long period to cover any specific or general cost or expenses.
- 7.7 The monthly subscription is payable in advance. All other dues of the member shall be paid within the period prescribed by the committee.

8: MEMBERSHIP CARD:

- 8.1 Each primary member shall be provided with a photo membership card upon submission of his photographs and membership profile as required by the club.
- 8.2 Corporate membership card shall be issued to their nominees only with their photographs, which shall be surrendered upon change of nomination.
- 8.3 If the card is lost, subsequent card shall be issued at such charges fixed from time to time upon application from the member concerned.

8.4 The Membership Card shall be surrendered to the club upon cessation of the membership. 9: FAMILY MEMBERS

Family members are allowed without guest fees. Wife, spouse, son(s) up to the entry age, unmarried daughter(s) of a member shall be treated as family members.

10. GUESTS:

No person shall be allowed to the club unless introduced and accompanied by a member except otherwise permitted as under:

10.1. Local Guests;

- (i) Local guest is a person who is introduced by a permanent member of the club and is staying within a radius of 50 KM of Balasore municipal area. Local guests are not permitted in the club's premises except to attend a club's program, in which such guests are specially permitted.
- (ii) Member's parents, own unmarried brother & sister up to the entry age and spouse's parents can attend the club as member's guest and avail any or all services without payment of guest fee. However, in any program of the club where program fee is charged, guest fee shall be payable by them.
- (iii) Local guests can be permitted in a personal party or function hosted by the member for which prior permission has been obtained from the Hon. Secretary under club's rules. The member hosting the party or the function shall remain present through out and the movement of guests shall be restricted to the specified area.

10.2 Outstation Guest:

Out station guest is a person who is introduced by a permanent member of the club and is staying beyond a radius of 50 KM of Balasore municipal area. A member may introduce to the club an outstation guest on not more that twelve occasions during a calendar year.

- 10.3 The name & address of the guests shall be entered in the book provided for the purpose. Every member introducing guests shall be responsible for their conduct and for their compliance of the Rules and Bye-laws of the club.
- 10.4 Guests fees shall be paid by the introducer, which shall be charged in the concerned member's bill.
- 10.5 A member of the affiliated club may visit the club as a guest member subject the club's rule. Such member need not accompany any local member provided he submits his identity card.

11 USE OF CLUB FACILITIES AND PAYMENT OF CLUB DUES:

11.1 Club Facilities/Amenities:

- (i) The amenities at the Club are intended primarily for the benefit of the members and their family.
- (ii) The member's guest or the members of the affiliated clubs will be permitted to use these facilities subject to such restrictions and conditions as may be prescribed from time to time.

11.2 Payment of Club dues:

- (i) Members (excepting Temporary Members and the members of the affiliated clubs) have the privilege to enjoy credit facility in the club during the month.
- (ii) The monthly bill is sent on 1st of the following month at the members address available in the club's records. If the bill is not received by 7th, the member concerned should contact the club's office for a duplicate bill. It is the member's responsibility to ascertain the amount he is liable to pay to the club.
- (iii) If any discrepancy is found in the bill, the member should bring it to the notice of the concerned official in writing within 15th of the month in which the bill is served. Thereafter, it will be treated as correct and accepted and no dispute will be entertained with respect to the said bill. The discrepancy, if any, shall be corrected within three days and informed to the concerned member.
- (iv) The due date for payment of the bill is 21st of the same month in which it is served.
- (v) It is the responsibility of the member to deposit his dues in the club's office within due date. If the member wishes his dues to be collected, may make a request the club authorities, who may make arrangement on payment of charges, as may be fixed from time to time.
- (vi) A member not likely to remain at the station on due date may deposit his monthly dues in advance. The club shall accept advance up to one year.
- (vii) Members shall settle their dues by cash, local cheques or credit cards accepted by the club. A receipt is issued for every payment received by the club. If the cheque issued to the club of a member dishonors, all subsequent payments shall be accepted in cash only. Bank charges for dishonor of the cheque shall also be debited to the members account. Outstation cheques are not accepted.
- (viii) The monthly bill can not be correlated with the supplies to the club by a member unless agreed and approved by the Hon. Secretary prior to the due date of the bill.
- (ix) If the bill remains unpaid on 1st of the following month in which it is presented, late fee or interest or any other fee for this purpose shall be charged at such rates prevailing from time to time.
- (x) **Default in club's dues;**

- (a) If the dues of a member remain unpaid on the 1st of the following month in which it is served, he shall be treated as “Defaulted in club’s dues”.
 - (b) If the bills remain unpaid for two calendar months, the name of member concerned shall be published on the Notice Board and credit facility shall be suspended until the dues are cleared.
 - (c) If the bill remains unpaid for four calendar months, his services shall be suspended.
 - (d) If the bill remains unpaid for five calendar months, his membership shall be suspended. In such case, the entry of the member shall be restricted inside the club.
 - (e) If the bill remains unpaid for six calendar months, his membership shall be terminated without any reference.
 - (f) The monthly subscription shall continue to be charged until the termination of the membership of the member.
- (xi) The outstanding at the time of leaving the club, if any, for whatsoever reason, shall be settled in cash. The outstanding can not be adjusted against entrance fee or any other fee or deposits except the security deposit or caution money. If the person leaving the club does not make payment, the amount shall be written off as bad debt by notifying on the club’s notice board.

11.3 Credit Limit of the Member:

The committee may fix & revise from time to time a credit limit to be availed of by the members of the club. The committee may form rules to enhance the limit of a member on application. The secretary may enhance the limit temporarily on such application, based on his personal assessment until the application of a member is approval by the committee.

On achieving the limit, the member shall deposit an amount equivalent to 50% of his limit. If the amount is not deposited, the member will avail the services by paying in cash.

12 CESSATION OF MEMBERSHIP AND READMISSION:

12.1 Cessation of Membership:

A member shall cease to be the member of the club in any of the following ways:

- (i) On voluntary resignation addressed to the Hon. Secretary or on death of a member.
- (ii) On withdrawal of nomination by a corporate member.
- (iii) On expulsion by a vote of majority of the members present at the Annual General Meeting or at an Extraordinary General Meeting convened for the purpose.
- (iv) On vacating the concerned office by a Member admitted in his ex-officio capacity.
- (v) On removal of his name from the membership register of the club on account of negligence/ refusal in the payment of club dues as per the club’s rule.
- (vi) On being found guilty of grave misconduct by the member or his guest.
- (vii) On being adjudged an insolvent by a competent court of law.

- (viii) On being convicted by a court for a criminal offense under any act or for involving in moral turpitude and his continuance as a member of the club is injurious for the atmosphere of the club.

12.2 Readmission:

- (i) A member, who had resigned in good standing from the membership of the club in the past on his own and wishes to be readmitted, shall be treated as a new applicant, except that his application may be considered out of turn.
- (ii) A nominee of the corporate member can be readmitted upon re-nomination.
- (iii) A person ceased to be the member, by resolution of the Annual General Meeting or an Extra Ordinary General Meeting of the Club or terminated as per the clubs' rule shall never be considered for readmission as a member of the club.
- (iv) A member whose membership has been terminated due to non payment of club's dues only and wishes to be readmitted, on his application within six months of his termination, may be readmitted as a member, subject to approval of the committee, provided;
 - (a) He clears all his past dues, as claimed by the club, along with late fee, if any, up to the date of readmission, as if he was the member of the club.
 - (b) Submits an undertaking for making club's dues regularly
 - (c) Deposits caution money equivalent to one year monthly subscription along with additional amount/charges as may be decided by the committee and any other fee or charges for readmission, if any, on such terms and conditions as may be fixed & decided by the committee from time to time.
 - (d) Caution money so received can be adjusted against the monthly subscription only after one year of readmission, if there is no default by the member concerned during the one year.
 - (e) The readmission fee shall be not less than 10% of the prevailing fee applicable for the individual life/ permanent member.
 - (f) If the membership of the club is closed, he can not be readmitted.
 - (g) A temporary member can not be readmitted under clauses above.

13. INDISCIPLINE, MISCONDUCT, PUNISHMENT & TERMINATION:

13.1 Indiscipline:

A member found guilty of committing following acts of indiscipline, action against such member can be taken as per the club's rule;

- (i) Uses in the club premises, improper language or indecorous behavior towards another member or member's family or guests or the employees of the club
- (ii) Damages club's property deliberately or behaves in a manner not befitting a member of the club.
- (iii) Assaults or threatens to assault any employee of the club.
- (iv) If a member's guest commits any of the acts of misconduct, it will be construed as an act of indiscipline committed by the member

13.2 Misconduct:

- (i) If any member, does an act without any authority, which causes interruption in the functioning of the clubs affairs or interferes in the functioning of the club, shall be treated to have committed an act of misconduct. The gravity of the misconduct shall depend on its consequence, which shall be liable for summary punishment as provided hereunder.
- (ii) Violation of the “Code of Conduct For Member” shall be treated as misconduct. If a member commits misconduct, which is not described in the bye-laws, rules or in the code of conduct, the interpretation shall be made by the President or in his absence, the Hon. Secretary, on the basis of the general conventions and practices. The President or the Hon. Secretary may refer the matter to committee for a decision.

The committee may formulate, elaborate, list and categorize the misconducts for easy interpretation.

13.3 Code of Conduct for the Members:

A member of the club shall follow the code of conduct of the club. The code of the conduct of the members is as follows. The code may be revised and updated from time to time by the Committee. A Member shall;

- ✓ follow the club’s rule and abide by the same.
- ✓ sign the register at the time of entry in the club.
- ✓ disclose the names of their guests along with full address before their entry inside the clubs.
- ✓ carry his membership card inside the club and present as and when demanded by the club authorities, including officers.
- ✓ maintain discipline in the club.
- ✓ pay their club’s dues in time .
- ✓ not harm/ damage the club’s property.
- ✓ not interferer in the day to day affairs of the club without any authority.
- ✓ behave in a decent manner/ not show aggression towards the other members, their guests and employees of the club.
- ✓ avail the facility in their order of booking, if such facilities are occupied or reserved.
- ✓ dress up/ wear clothes decently acceptable to other members.
- ✓ (male members) shall not enter the place(s) at the time, when reserved exclusively for ladies, such as swimming pool, Gym, Spa, Parlor etc.
- ✓ make entry of his name & signature in the register at every place(s) of facility, if the rules so require.
- ✓ sign the bill or make payment after consumption of food & beverages or using the facilities, before leaving the club.
- ✓ inform change in his address and constitution or in his profile.

- ✓ be responsible for the conduct of their guests in the club.
- ✓ not give employment to any employee of the club for himself or for his associates directly or indirectly while they are in employment of the club.
- ✓ not bribe the club's employee for unauthorized use of property, services or facilities of the club.
- ✓ ensure their guests also follow the code of conduct.
- ✓ not carry fire arms (pistol etc. whether licensed or not) and display them inside the club premises.
- ✓ violation of code of conduct will attract disciplinary action as per club's rule including restriction of services and termination from the services.

13.4 Punishment:

- (i) If a member commits grave misconduct, his membership shall be terminated forthwith.
- (ii) Warn the errant member. The warning may be served personally, by post or placed on the Notice Board of the Club. Verbal warning may also be given if the authority concerned so desires.
- (iii) Deprivation of all or some of the facilities of the club to the errant member for a specified period.
- (iv) Levy of penalty not exceeding six times the cost of replacement or repair of the club properly broken or damaged by the errant member.
- (v) Penalize the errant member financially or otherwise, as he think fit on the basis of the gravity of indiscipline of the member concerned.

13.5 Procedure for Disciplinary Action & Termination of Membership

- (i) The president of the club can act sue motto initiate the proceedings either on receipt of written or oral communication from any body or based on his own information.
- (ii) An opportunity shall be given to the errant member to be heard before awarding punishment. These proceeding shall however be of a summary nature.
- (iii) The errant member may appeal against the order of the President of the club to the Committee in writing to the Hon. Secretary within seven days of the order of the President of the club. However, during the pendency of the appeal the order of punishment of the President of the club shall remain in force.
- (iv) The errant Member shall have the right of appeal against the decision of the Committee to the Annual or Extraordinary General Meeting. Such representation shall be given at least 14 days in advance of the AGM of the club. The Committee may prohibit any member or a group of members from using the club, whose conduct form the subject of enquiry pending the decision of the Annual/Extraordinary General Meeting.
- (v) The President, or in his absence, the Vice-President or in their absence, the Hon. Secretary may suspend, the membership of any member for such period as it may be specified for the purpose where a disciplinary proceeding against such member is contemplated or is pending against him. The order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by such authority who is competent to pass the order or by the

Committee or by the General Body in the Annual/ Extraordinary General Meeting. During the period of suspension, the member or group of members, against whom the disciplinary proceedings are pending, shall be deprived of all or any of the facilities of the club, as may be specified in the order.

- (vi) It is open to the President of the club to refer the matter to the Committee for taking action if he is of the opinion that the acts of the errant member are sufficiently serious and warrant such course of action.

The President can terminate a member from membership of the club immediately without following the procedure above, if any circumstance occurs which is likely to interrupt the harmony or affect the character or endanger the stability of the club or if the gravity of the indiscipline is serious enough and demands such action.

- (vii)
- (viii)

(ix)

- (x) **The using software is free version, you can upgrade it to the upgrade version.<http://www.allimageetool.com>**

In an emergency, when the President is not available, the Vice-President or in his absence, the Hon. Secretary may exercise these powers and all actions taken by the President, Vice- President and the Hon. Secretary under these Article shall be placed before the Committee.

- (xi) A member whose connection with the Club is terminated or ceased by virtue of operations of the provisions of this articles shall, in case he is a Member of the Committee automatically cease to be a member of the Committee from the date of such termination or cessation.
- (xii) In the event of not less than two-thirds of the members present at the meeting deciding by ballot or otherwise on the expulsion of the member or members concerned, he or they shall cease to belong to the club and shall forfeit all claims and privileges thereunto belonging.

13.6 Procedure for Appeal to the Annual General Meeting:

A member wishes to appeal to the Annual General Meeting may address a representation to the Hon. Secretary before 14 days of the AGM, with detail of the matter with the request to include his point in the agenda of the AGM. The Hon. Secretary may include the matter either as an Agenda point or take it for consideration in "any other matter" depending on the subject matter.

14. SIGNING OF BILL FOR CONSUMPTION OR USAGE

- 14.1 It is the privilege of the member or their spouse to sign the bill instead of paying cash every time, although there is no bar in doing so.
- 14.2 All bills or memos shall be raised in the name of the member only, even if it is consumed by his guests, spouse, children or any other authorised person.
- 14.3 The children of the member, if not accompanied by a member shall sign the bill. They shall not be permitted to pay cash or by credit card. Such bill shall be raised in the name of the member only.
- 14.4 Every member before leaving the place, where he, his family member(s), his guest(s) or any other accompanied person, upon his order, has been served the food, beverages or has utilized

club's facilities, for which he is liable to pay, shall sign the bill/ memo, usage register/bill etc. as the case may be.

- 14.5 The responsibility to sign the bill/ memo, registers lies with the member concerned. The staff on duty will present the bill to the member for his signature on being asked for it.
- 14.6 If the member does not sign the bill register etc. before leaving the place, it will be presumed that the bills raised against him or the entry in the register have been accepted by him. No discrepancy or dispute whatsoever will be entertained at any time in future in respect of such bill.
- 14.7 Members Guests or affiliate club's member guests are not authorised to sign the bill.

15. MEETINGS & ELECTIONS:

15.1 Annual General Meeting:

- (i). Annual General Meeting is held every year within six months from the date of closure of financial year of the club.
- (ii). A notice of the meeting of at least 14 days is given to the members by the Hon. Secretary.
- (iii). The quorum of the meeting is at least 1/3rd of the total number of the members of the club. In absence of quorum, the meeting shall be adjourned twice for 30 minutes. Even if then, the quorum is not present, the President may decide to proceed with the meeting, at his discretion or adjourn to another date. If the quorum is not present on the rescheduled date, the meeting shall be conducted without the quorum.
- (iv). All members shall have to clear their defaulted dues before the start of the AGM to be able to cast their vote. Temporary members do not have voting rights.
- (v). A minutes of the meeting shall be available in the office of the club, a copy of which can be made available to a member, if he so desires in writing.

15.2 Special / Extraordinary General Meeting:

- (i). Special Meeting can be called by the Hon. Secretary, under the instruction of the President, if in his opinion; such a meeting is expedient under the circumstances.
- (ii). At least 10 members of the club, in good standing, by giving 25 days notice with purpose and agenda to the Hon. Secretary can request him to call a special general meeting.
- (iii). If any such request is received from the member, the Hon. Secretary shall scrutinize the purpose of the meeting and if in his opinion the same is as per the rule, he will call the special meeting.
- (iv). The special meeting shall discuss the agenda only for which it has been called. No other matter can be discussed in such special meeting.
- (v). Rules for conducting Annual General Meeting shall be applicable for conducting a Special Meeting.

15.3 Election for Executive Committee:

- (i) The Executive Committee is elected for a period of two years.
- (ii) It is the responsibility of the outgoing Executive Committee to ensure the election of the new committee, who shall appoint a Returning Officer at least 30 days in advance from the date of Annual General Meeting in which the Executive Committee is to be elected.
- (iii) The Returning Officer shall be appointed amongst the member of the club in good standing who shall neither be the member of the Executive Committee nor seeking the election. No objection shall be entertained on the appointment of the Returning Officer.
- (iv) After his appointment, the Returning Officer shall take immediate steps to conduct the election. The suggested schedule for conducting the election is as follows:
 - a. Issue notice inviting nominations : Immediately on appointment as Returning Officer
 - b. Closing date of Nomination : 15 days after issue of Notice inviting nominations
 - c. Taking back names by contestants : 3 days after closing of Nomination date
 - d. Scrutinize the nomination papers : 1 day after closing date of taking back of names
 - e. Declare Contestants for election : 1 day after scrutinizing the nomination papers
- (v) The returning officer will submit his report to the Executive committee of his finding. If the nominations are equal to or less than the required numbers, he will declare all of them elected. In case of any vacancy, the outgoing Executive Committee would recommend nomination of any eligible member as a member of the new Executive Committee to be appointed by the President.
- (vi) If the election becomes necessary, he will conduct the election in the Annual General Meeting either by raising of hands or by secret ballot paper, as may be decided by him, considering the situation.
- (vii) After the election, he will submit his report to the President who shall declare the members elected for the Executive Committee.
- (viii) The decision of the Returning Officer shall be final and binding and can not be challenged.
- (ix) All permanent/ life members and the nominee of the corporate members in good standing can vote.
- (x) A member seeking election;
 - a. Should have been the member of the club for a minimum period of two years (for this purpose, year means 12 calendar months).
 - b. Should not have been in default of club's dues at the time of filing the nomination.
 - c. Should not have been punished for indiscipline, ever in the past, as per club's rule.
 - d. His membership has not been revoked/ terminated in the past for any reason whatsoever.
 - e. Shall be proposed and seconded by the members of the club, who are also in good standing.

15.4 The Executive Committee

- (i) The Executive Committee or "The Committee" of the Club consists of Nine Members.

- (ii) The Collector & Dist. Magistrate, Balasore and the Superintendent of Police, Balasore are the Ex-Officio President & Vice President respectively.
- (iii) Seven members are elected to the Committee by the Annual General Meeting for a tenure of two years.
- (iv) The elected members constitute the Executive Committee, who appoints the office bearers among themselves.
- (v) Governance and policies formulation for the club are the main functions of the Executive Committee. The day to day affairs of the club are looked after by the Executive staff.
- (vi) Generally the Executive Committee should meet once in a month to review and formulate policies, approve the membership application and discuss other matters.
- (vii) At least five Executive Committee members shall form the quorum to conduct the meeting. In the absence of the President, the Vice President or in their absence one of the Executive Members present shall be elected to chair the meeting.
- (viii) If a vacancy arises during the tenure, the President, on the advice of the Executive Committee shall fill the vacancy for the remaining tenure of the Committee. Such member should have been the member of the club for at least two years.
- (ix) However, if the vacancy is for more than one executive committee member during the whole tenure of the executive committee, the same shall be filled by election within the time frame as prescribed for the election of the executive committee from the date of vacancy. However, further, the President may nominate any other member to the committee till the election of a new committee member.
- (x) If an election becomes necessary, a special general meeting shall be convened for the purpose following the same rules & procedure, as applicable for the election of the new executive committee.
- (xi) The Executive Committee can co-opt additional members onto the committee, as they may feel necessary.
- (xii) The present Committee was elected on 7th October 2006 are as under;

President (Ex- Officio)	:	Dr. A.C. Padihary, I.A.S., (Collector & Dist. Magistrate), Balasore
Vice President (Ex- Officio)	:	Shri Y. K. Jethwa, I.P.S., (w.e.f. October 2007) Superintendent of Police, Balasore
Vice President – II	:	Shri R.K.Jena, (w.e.f. June 2007) (nominated in place of Mr Ashish Gupta)
Hon. Secretary	:	Shri C.P.Bhartia,
Jt. Secretary	:	Shri Harsh Gupta
Treasurer	:	Shri S.B. Gupta
Members	:	Shri R.C. Samal, Shri Ramesh Gupta, Shri Harish Patel

16 GENERAL:

16.1 Notice:

The notice to the members, so long as he is in good standing or his membership has not been suspended, shall be deemed to have been served to him, if it is handed over to him personally, by email whether or not acknowledged or notified through the club's notice board.

Any notice if served by post shall be deemed to have been served at the time when the letter containing the same was put in to the post and in proving such service it shall be sufficient, to prove that the letter containing the notice was properly addressed and put in the post office.

16.2 Member in Good Standing:

A member is in **Good Standing** if his membership is in force and is not in default of club's due.

16.3 Memorandum and the Article of Association:

A copy of the Memorandum and the Articles of Association, Bye-Laws, Rules or Regulations shall be furnished to every Member of the club on application to the Hon. Secretary.

All Bye-laws or Regulation shall be posted in a conspicuous place in the club as soon as possible after they have been made.

16.4 Interpretation of the Articles or the Rules:

Rules & Regulations are supportive to Constitutions and by-laws of the Club. The rules framed hereunder are elaborative to the articles and guidelines for the functions and operation of the club smoothly.

Any doubt/clarification regarding interpretation of the Articles or the Rules framed there under, the decision of the Executive Committee shall be final.

16.5 Suggestion and Complaints:

In case any member wishes to make a suggestion or has any complaint, may write in the suggestion book, form or in any other format & manner prescribed for the purpose. The Hon. Secretary, as soon as possible shall try to address the issue.

16.6 Dealing with Club's Employees:

No member shall induce, promise or cause to provide employment, either part or full time to any employee of the club, directly or indirectly, for himself or for any other person or for an organisation directly or indirectly connected, within six months from the date of his last employment in the club without prior written permission from the Hon. Secretary of the club.

If a member does so, it will be treated as a grave misconduct of interfering in the functioning of the club and shall be liable for the disciplinary action as per rules mentioned herein.

16.7 Power to frame Club's Rules:

The Executive Committee may modify and/or frame rules consistent with Memorandum of objectives and Articles of the Association of the club in respect of smooth functioning of the club.

17. CLUB AFFILIATION:

- (i) The club is affiliated to various clubs on reciprocal basis. It further intends to affiliate with other club including with clubs in foreign countries, provided the said clubs are of repute and after necessary Govt. and non Govt. clearance, if required, for the same are obtained.
- (ii) The members of the club can enjoy the facilities in the affiliate club as per their club rules subject to restriction of the number of visits periodically. Facilities, charges rules etc., vary from club to club.
- (iii) Normally, a member of the club, who wishes to enjoy the facilities of an affiliate club, is required to produce his/her identity card and introduce himself/ herself and complete the formalities at the time of arrival at the affiliate club including payment of guest fee, if any.
- (iv) Some clubs provide accommodation, at special rates/discounts to the members of their affiliate clubs. If a member is desirous of availing accommodation in an affiliate club, he is required to book in advance through the club (some clubs accept direct bookings). The member should approach the club office at least 15 days before his departure, which will send a letter/e-mail/fax to the concerned affiliated club requesting for the booking of accommodation for him. The member may require carrying a copy of such communication with him. Such request letter by the club is not a guarantee of accommodation.
- (v) A member before proceeding to an affiliate club should enquire from the club's office about the rules and facilities of an affiliate club.
- (vi) An up to date list of affiliate clubs is available with the club and is also annexed with this brochure which may change from time to time. The member should check from club authorities the updated list of affiliate clubs as and when required.

17.1 Affiliate Club's Member Visiting Our Club:

- (i) A member of an affiliate club can enjoy the facilities of the club as the Guest Member of the affiliate club subject to maximum of **4 visits** in a month.
- (ii) At the time of his entry the guest member shall produce an identity card issued to him by his club, enter his name, address, purpose of visiting Balasore or other detail as required along with his signature and deposit guest fee and advance if any.
- (iii) A member guest will not be permitted to bring any guest with him.
- (iv) General rules of the clubs including the code of conduct are applicable to him while in the club during the stay.
- (v) He shall settle all his charges in cash/ credit card only on presentation of the bill for consumption & usage of facility. Cheques and foreign currency will not be accepted.
- (vi) If the purpose of the visit is to stay by availing accommodation, he shall deposit in advance the amount equivalent at least two days of room charges or if the stay is more than one day, the

deposit shall be one day more than his expected day of stay. The accommodation shall be provided subject to availability and prior reservation through his club only.

FEES & CHARGES

(Effective as on 1/7/2007 for the existing)

Membership Entrance fee

- Corporate Membership : Rs. 2,00,000/-
- Life Membership : Rs. 1,00,000/-
- Long Term Temporary Membership : Rs. 10,000/- (3 years validity)
- Short Term Temporary Membership : Rs. 5,000/- (1 year validity)
- Govt. Employees (Presently serving or Retired) : Rs. 5,000/-

Subscription (Per Month)

- Individual : Rs. 200/-
- Honorary : Rs. 200/-
- Ex-Officio : Nil
- Corporate, (for 2 nominations) : Rs. 400/-
- Outstation members : Rs. 200/-

Corporate members will pay Rs. 200/- extra for every additional nomination.

Development Fee:

For all categories Rs. 50/- each and for corporate minimum Rs. 100/- (if the number of nominations exceeds two, the charges shall be @ Rs. 50/- per nominations).

Caution Money:

Temporary Members shall deposit caution money equivalent to one year of monthly subscription or Rs. 3000/-, which ever is higher, along with the entrance fee which shall be refunded at the end of the tenure of the membership or at the time of leaving the membership, which ever is earlier, after adjustment of club's dues, if any.

Late Fee:

Monthly bill shall be settled by 21st of the month in which presented. If the bill remains unpaid on 1st of the following month in which it is presented, late fee of 2% of the outstanding amount or Rs. 100/-, per month, which ever is more, is charged in the bill of the next month on which it was presented.

Guest Charge:

Rs 10/- per day per guest, irrespective of their age.

Affiliate Club's Member Charges:

Rs. 25/- per member per day subject to production of identity card or an authorization letter from his club, the copy of which should have been faxed, emailed or couriered in advance to the club. All other charges are same as charged to the general members of the club, which shall be paid in cash on presentation of the bill.

Food & Beverages:

As per club's published menu.

Banquet Hall Charges:

Rs. 1,000/- for Party with guests not exceeding 100 persons for three hours. If all the invitees are the members of the club, the charges shall be nil. Expense on decoration etc. shall be charged extra at actual.

These charges are subject to change from time to time. Please check the same with the club authorities before availing above services.

PERSONAL PARTIES & FUNCTIONS

- (i) The club has facilities for parties at Banquet hall. More facilities are being created at roof terrace, open garden, swimming pool side etc. for the same. The parties can be held for Birthdays, Marriage Anniversaries, Felicitations, Corporate Meetings, Seminars etc. Parties or functions, as large as marriages, can be organized at the new premises as soon as infrastructure is ready.
- (ii) The present club rules do not permit a non-member to avail all these facilities either directly or through the member.
- (iii) A member can book specified places for personal parties in the club, subject to availability. The booking shall be on first come first serve basis.
- (iv) A member shall inform the purpose of the party to the club management and the expected number of guests at the time of booking. If the club has any other function, booking or the likely guest invited by the member is too large to disturb the functioning the club, the booking may not be accepted.
- (v) The booking shall be confirmed by the Hon. Secretary of the club.
- (vi) The member may request the club to arrange certain facilities like decorating the hall & areas etc., for which the cost will be born by him on making advance payment.
- (vii) A member can invite non-member guests to his parties; however, their movement will be limited to the permitted area only. The member concern will be responsible for the conduct and the movement of his guests.
- (viii) The member organizing the party or function shall remain present throughout
- (ix) Food shall not be allowed from outside, except in exceptional circumstances and with the permission of the Hon. Secretary.
- (x) The charges of the booking shall be paid at the time of booking as per the scheduled rates and estimated expenses.
- (xi) The member/ non-member shall not damage anything and leave the area clean before handing over back the same.
- (xii) The rules for organizing the parties may be revised from time to time by the club management.

Facilities & Member Services

Followings are the general rules of the respective facilities.

Dining:

Open: 6.00 am till 11.00 pm.

The dining hall is quite spacious and suitable for 60 sitting persons serving vegetarian and non-vegetarian hygienically prepared food in a modern kitchen as per club's menu. Members can also have food at different places as per club's rule.

The kitchen is equipped to prepare food for about 300 persons at a time. However, special arrangement can be made for larger parties such as marriage, anniversaries etc.

Dining Hall is a No Smoking Zone.

Multi cuisine food is generally served within 25-30 minutes in dining hall and at other designated areas. Items from Tandoor may take longer time depending on the dish.

Home delivery for members is provided to the members within a specified limit of the city, as a matter of service instead of rights, for orders received by 7.30 pm and on days except on Saturdays, Sundays & on club program days. Home delivery charges shall be charged extra in the bill.

In the dining hall, eating food brought from outside is not permitted.

The last order of the day shall be accepted up to 10.45 pm only.

Bar:

Open: 11.00 am till 11.00 pm

The club serves drinks of specified brands at the bar and at other specified places. The restrictions to service drinks may apply at specific places of the club premises.

The last order for the drinks will be accepted by 10.45 pm. The bar shall close by 11.00 pm in all circumstances, except when prior permission has been granted by the Hon. Secretary on specific days of events etc.

In the bar, beverages brought from outside is not permitted.

Detailed rules for the functioning of dining hall, Bar and other facilities are available with the Club. Please ask for the same.

Rules for Using Swimming Pool

1. The swimming pool is 3½' to 5½' deep. There is also a children's pool. A filtration plant is installed for cleaning of pool water regularly.
2. There is no diving board. Hence, diving is not permitted.
3. Swimming in the pool is at the swimmer's own risk and responsibility. The swimmers will have to observe safety rules while swimming.
4. The swimming pool is for the members of the club and their guest's. However, the entry of the guests shall be restricted to specific timing only.
5. Members & their guests shall enter their attendance in the register every time before using the pool.
6. Prior registration by the members for the regular use of pool is required with the club authorities.
7. Resident guests (not being the member of the club) shall contact the club authorities and obtain prior permission before entering the swimming pool.
8. No guests will be permitted during peak hours (generally morning and evening).
9. Use of swimming pool is subject to time regulation. Swimming after sunset is not permitted.
10. Gentlemen shall not be allowed to go to the pool during the time reserved for ladies.
11. Swimming without proper swimming costumes is not permitted. Pant (half/full)/ Bermuda/ Salwar/ Kurta undergarments or any other clothing alike is not permitted for swimming.
12. Ladies are required to wear the caps while in the swimming pool. So also persons with long head hear.
13. Members will have to bring their own costumes, towels, caps etc.
14. Every person shall take shower bath with soap and clean nose & mouth before entering the swimming pool. When in pool make use of scum gutters.
15. Persons suffering from any skin, infectious or contagious diseases are not allowed for swimming.
16. Children below three years shall be permitted only in the children's area of the swimming pool.
17. Children below 16 years of age, even if they know swimming, shall not be allowed unless accompanied by their parents or guardians, who must either be swimming with them or sit on the spectator's gallery and keep strict watch over their wards.
18. Children shall be allowed to learn in guidance of the coach & life guard or parents who know swimming.
19. Members shall be solely responsible for the safety of their property, clothing's etc., which may be left in the change/dressing rooms entirely at owner's risk.
20. Members are advised not to leave money or valuables in the change/ dressing rooms or lockers.
21. Beginners shall bring & wear red caps for identification. They shall not enter the pool alone.
22. Spreading of cloths for drying is not permitted near the swimming pool or inside the changing room.
23. Food is not served or taken in the swimming pool.
24. Smoking in and around the Swimming Pool is strictly prohibited.
25. Separate fee for the use of pool may be charged to the members for the maintenance of the swimming pool as per club's rule. Guests shall pay on usages basis.
26. The club may permit swimming pool for organized coaching to children, not being member, during summer vacations under the supervision of expert coach on payment of coaching fee at specified time.
27. Person not following the swimming rules may be asked to vacate the pool by the pool staff.

Important Tips:

1. Do not run around the pool or indulge in horse play/jumping or push such people into the water who are nervous or non-swimmers.
2. Don't swim with large nails, it may hurt others.
3. Remove your valuables from your body such as gold chains, finger & ear rings, bangles, bracelets or similar things while swimming.
4. Do not swim alone and beyond your capacity. Never be over confident about your swimming ability.

5. Do not imitate drowning.
6. Don't go for rescuing of drowning person if you are not capable or confident about it.
7. Do not swim when hungry, exhaustive, overheated and for at least an hour after a meal.
8. Follow the instructions of the staff on duty at all times for your safety.
9. Beginners or learners should on no account enter the deep side of the Swimming Pool.

Some beginners swimming tips to help them start right:

1. Do not over exert in the beginning. Maintain a slow, energetic but comfortable pace for a few initial days and do not preferably swim for more than 30 minutes. After reaching an advance level of swimming, you can increase the duration by half an hour.
2. Different strokes provide workout to different muscles. Start with the crawl or freestyle if you are looking at a high intensity stroke. If you want to begin light, breast stroke or back stroke is perfect for you.
3. The cooling effect of water implies that you won't feel like you are sweating as much as you normally do, but your body is losing fluids. So carry a bottle of water with you to keep yourself hydrated.
4. Don't forget to warm-up, cool-down and stretch (especially your shoulders) before and after a swim.
5. To enhance your breathing skills, hop up and down in the water holding your breath.

Benefits of swimming:

1. It is one of the best cardiovascular exercises, swimming doesn't overwork the heart while using up more oxygen and increasing the blood flow to the heart and the lungs.
2. Half an hour of swimming burns 360 calories, which is the equivalent of running at 12 kph for the same time.
3. Since the water provides buoyancy, it supports you as you swim. So even though you have spent a while in the pool, your muscles will feel more relaxed.
4. Since swimming exercises almost all the muscles of the body, it helps in reducing stress while conditioning the entire body - making it more flexible, much like Pilates, only in the water.
- 5.

List of the affiliated club (as on)

List of Members
(As on)

Individual
Corporate
Temporary
Outstation
Govt.