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THE HERITAGE CLUB (R)

816/274, C-Block, Vijayanagar 3rd Stage, Mysuru - 570030.



BYE-LAWS

(Registered at the Registrar of Societies)
Mysuru District, Mysuru

Contact Details Office : 0821 - 2412377, Mobile : 95912 28966

Email Id : heritageclubmys@gmail.com | Website : www.heritageclubmysuru.in

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THE HERITAGE CLUB (R)

BYE-LAWS

1. Name :

The club shall be called “THE HERITAGE CLUB”

2. Location :

Location: The location of the club shall be No. 816/274, C-Block, 3rd Stage, Vijayanagar, Mysuru-570030

3. Jurisdiction :

The Jurisdiction of the Club shall be Mysuru city and its suburbs and to little more extent.

4. Definition and Terms :

- a) The Club shall mean “The Heritage Club”
- b) Committee shall mean the managing committee of “The Heritage Club”.
- c) ‘Rules’ shall mean the rules and regulations and the Bye-laws of “The Heritage Club” in force.
- d) ‘Year’ shall means the year commencing from 1st April to 31st March.
- e) ‘Office Bearers’ shall mean and include the President, Vice President, Honorary Secretary, Honorary Joint Secretary, and Honorary Treasurer.
- f) ‘The General Body’ shall mean and include all Donor Members, Regular Members, Senior life members.

5. Aims and objects :

Founded on the 'Principles of Mutuality' amongst its members has aims and objects as under:

- a) To provide means for the enlightenment of and for affording recreation to the residents of Mysuru and its suburbs.
- b) To create, foster and maintain friendly and cordial relationship through sports, tournaments and competitions connected there with and to create a healthy spirit in the country through the medium of sports;
- c) To make provisions for coaching to deserving persons in various games;
- d) To collect funds for the purpose of the club and to utilize such funds in such manner as the managing committee of the club may consider desirable for the fulfillment of the objects of the club.
- e) To afford facilities to persons in acquiring information on topics of general interest through books, magazines, internet and the newspapers for social converse.
- f) To provide facilities for games such as Badminton, Bridge, Chess, Draughts, Table Tennis, Shuttle, Carrom, Cards and also Canteen, Restaurant, Bar Section etc.,

- g) To develop social contacts and mutual improvement by means of lectures, discussions, etc.,
- h) To provide facilities to all the members and their families (Spouse and children) in various sections of the club (sports, cultural, etc.), [The members family (Children below 21 years age & Spouse) can use the club by paying prescribed fees in the respective section].

6. Membership :

There shall be six classes of members:

- a) Donor Members b) Regular Members c) Senior Life Members d) Honorary Members e) Temporary Members f) Institutional Members. The total number of members shall not exceed 1000 (Donor members, Regular Members and Senior Life Members) excluding members under members children quota.

6(a) Donor Members :

i) New Donor Members:

Donor members are those who pay the prescribed entry fee along with an application. They need not pay any further monthly subscription and undergo other formalities except that the managing committee has to approve the membership. Donor members will

be entitled for all the privileges of Regular Members.

- ii) When the existing members desire to become donor members they have to pay the prescribed fee as decided in the annual general body meeting. They need not pay any further monthly subscription and shall be entitled for all the privileges of regular members.

6(b) Regular Members:

- I) For Regular membership every application in the prescribed form for admission to the club must be proposed by any two members and seconded by any three members who are not defaulters and are on the roll of the club for more than one year.
- II) Preference for membership may be given to the family members of the members, who are on the roll of membership of the club for three years and above who dies during the term of his membership of the club, after remittance of prescribed entry fee with an application.
- III) The application form for admission must be accompanied by the prescribed entrance fee and one month's prescribed subscription by DD or through NEFT or RTGS or online transfer of funds with the permission of the Honorary Secretary of the club.

- IV) The details of the application shall be notified in the notice board of the club for a period of seven days,
- V) The managing committee shall consider such an application along with opinion of screening committee at its meeting.
- VI) If approved by the Managing committee, the name of the applicant along with the names of proposer and seconder shall be notified on the notice board of the club. After the approval of the managing committee, the candidate shall be permitted to make use of the club.
- VII) The decision of the managing committee shall be intimated to the applicant by a letter and a copy sent to the proposer. In the event of managing committee's decision being unfavorable to the applicant, the admission fee paid by him shall be refunded after deducting the subscription and other dues, if any and without interest.
- VIII) An applicant rejected by the managing committee shall not be entitled to apply for admission as a member until the expiration of twelve months from the date of the rejection of his application.

6(c) Senior Life Members:

Any member of the club who has attained the age of 65 years and above & who has been a

member without break for not less than 10 years may notify to the Committee for enrolment as a SENIOR LIFE MEMBER. He shall be subject to all the rules and Bye-laws of the club, but will be exempted from payment of monthly subscription.

6(d) Honorary Members:

The person of eminence may be invited by the Executive Committee to become Honorary Members without payment of admission Fee or subscription and such persons shall enjoy all the facilities of a Member except the right to vote and contest for election.

6(e) Temporary Members:

- I) The temporary members shall pay an application fee of Rs. 100/- along with refundable amount of Rs. 2000/- or as specified from time to time.
- II) Temporary members shall be proposed and secondary by two members of not less than 3 years standing and approved by the president and the Hon'Secretary subject to formal ratification by the executive committee with the following conditions:
 - a) He/She shall pay a monthly fee of Rs.200/- per month or as specified from time to time.
 - b) None can be temporary members of the club for more than six calendar months in a year

or more than two times in a calendar year for a period not exceeding three months each. Period of shorter duration shall be counted as a calendar month.

- c) Temporary members shall have all the privileges of a member except those of attending, contesting and voting at the time of election and AGM.

6(f) Institutional Member :

Any reputed industry which is willing to become a member and pays admission fees of Rs. 5,000/- plus Taxes along with building fund of Rs. 5,00,000/- Plus Taxes or as decided by the Annual General Body from time to time shall become Institutional Member. The institute/Company shall be permitted to nominate three of the Executives for Membership, which nomination shall be subject to approval of the Executive Committee. The approved member shall be deemed to be a member of the club subject to the Rules and regulations of the club and shall pay monthly subscription for each member of the institution as fixed in the AGM from time to time. They shall have all the privileges of a member except right to vote and contest. The life of the institutional membership shall be for a period of 10 years. Total membership in this category shall not exceed 24.

7. Admission Fees :

Applicant has to pay Rs.100/- as application fees and he/she has to submit duly filled application along with admission fees as fixed in the GENERAL BODY MEETING from time to time.

8. Monthly Subscription :

- a) Regular members shall pay a monthly subscription of Rs.50/- or as specified from time to time.
- b) Donor Members, and senior life members shall be exempted from paying monthly subscription.
- c) The number of senior life members shall not exceed 15% of the total regular members.

9. Membership to members children and associate membership :

- a) (i) Members who have completed 10 years of continuous membership are eligible to sponsor their two children who have attained the age of twenty one years, for membership under this category. The membership to the first son/daughter is offered at concessional rate of Rs.25000/- as admission fee. The second son/daughter shall be given the membership only after 5 years of issue of membership to the first son/daughter at concessional rate of Rs.1,00,000/- as admission fee. Children of

the members obtained membership under this category shall not be eligible to get the membership for their children at concession.

- (ii) Spouse of deceased Donor member/Regular member/Senior life member shall be entitled to become Non- Voting Associate member of the club, on application within in a period of two years from the date of demise of the member concerned subject to approval by the Managing committee.

Such associate member shall have to pay subscription fees and other charges applicable. In the event of associate member getting remarried, membership stands terminated.

- b) If a member is deceased and his/her children desire to become members [but not availed the membership as per (a) (i) [above] he/she shall pay Rs. 25,000/- as admission fees. This facility shall be given to only one son/ daughter of the deceased member who were donor members, regular members, and senior life members and person seeking membership in this category shall be above 21 years of age, provided the deceased member's membership in the club shall be for a minimum of 10 years continuously on the date of death of the member. The Son/ Daughter of the deceased member Claiming Membership under this category shall submit

the application to the club office within 2 years from the date of demise of the member concerned subject to approval by the managing committee.

In case the Son or daughter of the deceased member is a minor on the date of death of member, then the spouse of the deceased member shall submit the application for claiming membership to the son/daughter of the deceased member within 2 years from the demise of the member concerned. In such cases the membership shall be given to the son/ daughter after attaining the age of 21 years.

The second son/daughter of the deceased member shall not be eligible to claim the membership under this quota.

10. Eligibility and New Member Admission Procedure

I. Eligibility:

- a) Anyone who has attained twenty one years of age having social position, enjoying good health and zeal to make use of club facilities.
- b) Who is not insane.
- c) Who has not been adjudged insolvent.
- d) Who has not been convicted and sentenced to imprisonment.

- e) Who has not been expelled by way of disciplinary action, by any club in Mysuru city or by any other club situated in India.

II. New Member Admission Procedure:

- a) A Register of application for admission to the club shall be maintained and kept by the Hon. Secretary in safe custody.
- b) In this register, the name of the applicant, the names of the proposers, seconders, and admission fees paid by DD or NEFT or RTGS or Online Transfer particulars and the date on which the applicant applied for admission shall be recorded.
- c) The club Secretary shall refer the membership application to the screening committee for New Members, which is formed by the Managing Committee every year, with atleast 5 members in this committee.
- d) The screening committee recommended applications shall be placed before the Managing Committee by the Secretary.
- e) In the Managing Committee each and every application should be favoured by atleast 9(Nine) Members of the Committee out of 11(Eleven) Members for the admission of new members to the club.
- f) Other meeting Quorum Procedure shall not

apply for this and atleast 9 (Nine) Members of the Committee shall be present and vote infavour of the applicant.

- g) The decision of the Managing committee shall be final in all matters pertaining to the new members admission to the club.

11. Discontinuation of Membership :

Any member willing to discontinue shall clear all his arrears and then intimate in writing his desire to discontinue his membership of the club. The members so discontinued shall not be eligible for re-admission and not be entitled for any claim from the club.

12. Default :

If a member fails to pay his subscription for three months consecutively without reasonable cause, a notice shall be served on him at his last known address as per records requesting him to pay up the arrears. If within one month after such notice, his dues in full remain unpaid, his name as a defaulter shall be noticed on the notice board. Even then if a member fails to pay his dues in full within one month after such notification and notice, he ceases to be a member.

13. Suspension and Expulsion :

- a) In the case of gross misbehavior of any member, the Managing Committee may suspend a

Member from the use of any or all the services/ sections of the Club.

- b) The decision to suspend a member shall be taken at a Meeting of the committee and resolution for suspending the Member is to be passed by two-thirds of the Members of the committee present and voting. Provided, however, an opportunity shall be given to the Member who is to be suspended, to explain his stand, in writing, atleast a week before such a decision is contemplated. The decision of the managing Committee shall be final in the matter of suspension.
- c) i) In case of any misbehavior by a Member which in the opinion of the Managing Committee calls for action to suspend or remove the member involved, the Managing Committee may, instead of expelling/ removing the member, debar the member from the use of the Club for a period of not more than three months. Provided that such resolution is passed by two-third of the member present and voting on the resolution to take such action to suspend the member for a period of THREE MONTHS and the Managing Committee's decision shall be final
- ii) The punishment imposed by the Committee shall be operative immediately and the

resolution shall be communicated to the concerned members, in writing, unless he was himself present during the said meeting. However, the committee may at its discretion suspend enforcing of the said resolution and keep it in abeyance for such period and on such terms as it deems fit.

- d) i) if a member willfully refuses or neglects to comply with the provisions of the Rules, regulation and Bye-laws of the Club and the committee considers that such an act of misconduct is likely to endanger the harmony or effect the stability or interest of the Club, such Member may be expelled by a resolution passed at a Meeting of the Committee with two-third of the Members present and majority voting for the resolution. Provided, however, the Members sought to be expelled shall be informed, in writing of the proposed action and the Members has had an opportunity to explain his stand in writing. (An appeal shall lie with General Body against expulsion and the same shall be filed within one month from the date of communicating the committee's decision). The committee shall take steps to place the appeal before the first special or Annual General Body Meeting held thereafter.

However the Member so affected may circulate his grievances to the Members individually and if not less than one-third of the member give a requisition, in writing, to the committee in that behalf, the Committee shall take steps to convene a Special General Body Meeting in not more than 60 days from the date of receipt of the requisition. A member sought to be expelled under this Rule, shall forfeit all rights and privileges of the club pending decision by the Special General Body and the Member shall not attend or enjoy the privileges of the club.

- ii) A member shall be dismissed if he is suspended for specified period twice and the executive committee shall recommend his dismissal in the Special General Body/ Annual General Body Meeting.
- e) A member finally expelled in pursuance of the decision of the Special General Body shall not be eligible for readmission.
- f) A member once expelled from the club under clause 13 shall not be eligible for re-admission under any circumstances. Also membership of the children of the dismissed member, claimed under member's quota, automatically ceases.

14. Cessation of Membership:

- a) Membership shall cease by death, discontinuance or removal.
- b) A member who wants to discontinue his membership of the Club, shall do so by a letter sent by registered post acknowledgement due or by personally sending a letter, addressed to the Honorary Secretary, provided that he clears all his dues upto the date of discontinuance.
- c) Membership of the Club shall also cease:
 - i) By non-payment of subscription, house bills or both.
 - ii) By a resolution carried by two-thirds of the members present and voting at a Committee Meeting called for this purpose or considered in any of the Committee's Meeting with this subject on the Agenda.

15. Application for Membership:

Each application for Membership shall be addressed to the Honorary Secretary in the Prescribed Form duly proposed by two voting member and seconded by three voting members and presented to the office along with the prevailing admission fees.

16. Guests:

- a) No person shall be admitted to the club

premises unless introduced by member.

- b) Any member may introduce one or more friends (Maximum 4 numbers) into the club as his guests.
- c) Where the introduction of a guest is objected by any member, the matter will be referred immediately to the disciplinary committee whose decision shall be final.
- d) Every member introducing a guest shall write the latter's name, profession and address in the book kept for the purpose.
- e) As no portion of the regulation for the order and internal economy of the club shall apply to guests, every member introducing a guest to the club shall be responsible for his compliance with the rules of the club and also for any losses that may be caused to the club on account of such guests.
- f) No person shall be entertained as guest in the club for more than 10 times in a calendar month.

17. Management of the Club:

- a) The management of the Club shall vest in a Committee consisting of the following:
 - i) Honorary President
 - ii) Honorary Vice-President
 - iii) Honorary Secretary
 - iv) Honorary Joint Secretary

- v) Honorary Treasurer
- vi) Six other Member
- b) The term of the office of managing committee shall be three years from the date of assuming the office after the election.
- c) In the event of six or more members of the committee resigning at a time, the remaining members shall take charge of the day to day administration and send a notice for a Special General Body meeting to hold elections for a new committee, which shall hold office for the remaining part of the term. The election shall be called within 30days from the date of such resignations. The rule no. 20 shall be applicable in this case also.

18. Vacancies in the managing committee and power for co-option:

Any vacancy caused by death or resignation of any office bearer or member of the Managing Committee, during term of office, except as in clause 17(c), shall be filled in by:

- a) In case of President by the Vice-President;
- b) In the case of Honorary Secretary by the Honorary Joint Secretary;
- c) In case of Vice-President/Honorary Joint Secretary/ Honorary Treasurer by a Member of the Managing Committee by election.

- d) In case no other office bearer or member of the managing committee is willing to accept the vacant office bearer's post the committee shall have the power to co-opt any Donor, Regular, Life and the Senior Life Member of one year standing.
- e) In case of Managing Committee Members, through co-option of a Donor Member, Regular Member, Life Member or Senior Life Member who has atleast one year standing.

19. Annual General Body:

- a) An Annual General Body Meeting of the Members of the Club shall be held not later than the end of June after the close of March (Official year) every year. A notice of such General Body Meeting shall be given to the members atleast 21 days in advance of the proposed date of General Body Meeting.
- b) The quorum for the above General Body Meeting shall be one tenth of the members on the rolls of the club as on the closure of the official year.
- c) If within half an hour from the time appointed for the Annual General Body Meeting a quorum is not present the Meeting shall stand adjourned and such Adjourned Meeting will be held after an hour. For such adjourned meeting the

member present for the time being shall constitute quorum irrespective of members.

- d) The business to be transacted at the Annual General body Meeting shall be as follows:
 - i. To consider and adopt the report of the Executive Committee placed by the Honorary Secretary.
 - ii. Adoption and acceptance of Audited Accounts presented by the Honorary Treasurer.
 - iii. Appointment of Auditor/s.
 - iv. Discussions of subjects of resolutions of which due notice in writing of atleast 5 days has already been given to the Honorary Secretary.
- e) At the Annual General Meeting, any subject relating to the club may be discussed but if any resolution is intended to be moved, five days clear notice shall have been given of the intention to move such a resolution.

20. Elections to the managing Committee: Eligibility/ Ineligibility of Contestants

- a) For election to the office of President, Vice-President, Secretary, Joint Secretary or Treasurer, a member of the club shall have been on its rolls for not less than five years, as on the date fixed for the filing of nomination papers.

- b) For election as a member of the Managing Committee, a member of the club shall have been on its rolls for a period of not less than five years.
- c) No member shall be eligible to serve on the Managing Committee if he is a duly notified defaulter
- d) No member shall contest the election for more than one office/position in the Managing Committee

20.1. Election of Office Bearers and Members of the Managing Committee:

Conduct of Election to the Managing Committee

- i. The Managing Committee shall, even as the Club Year concludes on the 31st day of March, take all steps necessary to finalize the accounts of the year, present the same to its Auditors appointed by the General Body, get the same audited and obtain the Audited Accounts with the Audit Report thereon in proper form, to be able to present the same to the Annual General Body meeting on the last Sunday of June of the year concerned.
- ii. The Managing Committee shall, at its meeting to be held not later than the 10th day of May of the Election Year of the club, appoint a senior

member of the club as Returning Officer for the ensuing elections, with his concurrence, and notify the appointment so made as well as the date of election in the club notice-board.

- iii. The Returning Officer so appointed by the Managing Committee shall immediately proceed to take the necessary steps to prepare a preliminary list of all members eligible to vote and notify list for the information of all members on the following lines in the elections as also a list of defaulters, if any, and notify both these lists for the information of all members, together with the Calendar of Events indicating the timeframe for elections on the following lines:
 1. Deadline for any additions/deletions/alterations to the Preliminary List of Voters and for defaulters to remedy their default
 2. Publication of the Final List of Voters and of Defaulters, at least 15 days before the election date
 3. Calling for nominations for the Managing Committee Elections
 4. Scrutiny of nominations
 5. Publication of Preliminary List of Candidates contesting the elections to the Managing Committee
 6. Withdrawal of nominations

7. Publication of the Final List of Candidates contesting the elections.
- iv. Simultaneously with the notification of the Calendar of Events, the Returning Officer shall also announce the appointment of as many Assistant Returning Officers and Polling Officers as he deems necessary to assist him through the various stages of the election, such as the scrutiny of nomination papers, announcement of Final List of Candidates, preparation of ballot papers, polling of votes in the booths, counting of votes and the completion of the election process culminating in depositing all the used and unused election materials in a sealed box as prescribed.
- v. The dates in the Calendar of Events shall be so arranged as to allow at least seven clear days between the date of notification of the Final List of Candidates and the date of election.
- vi. A member who is not a defaulter and whose name is included in the Final List of Voters as published under Rules 20.1(iii), shall be eligible to vote and to contest in the elections, subject to the condition that he shall satisfy the conditions of eligibility stipulated in Rules 20(a) & 20(b).
- vii. A defaulter whose name appears in the Final List of Defaulters published under Rule 20.1(iii)

shall not be entitled to vote or contest in the elections.

- viii. A member, who is not a defaulter, may nominate/propose any other member or members who are eligible to contest the elections to the Managing Committee, provided he has been a member of the club for not less than three years as on the date of notification of the Calendar of Events. Such a member shall be entitled to propose/ nominate/second not more than three candidates for the membership of the Managing Committee and not more than one candidate for each of the offices of President, Vice-President, Secretary, Treasurer.
- ix. Nomination papers using the prescribed form, obtainable from the club office on payment of a nominal fee fixed by the Returning Officer and notified accordingly, duly filled in and signed by all the concerned (namely, the contesting candidate, the members who nominate/propose him and those seconding the nomination/proposal), shall be delivered at the club office in accordance with the Calendar of Events before the expiry of the time and date prescribed.
- x. No member shall contest for more than one position on the Managing Committee. While there shall be no bar on any member filing his

nomination papers for more than one position, however he shall not remain as a candidate for election to more than one position on the Managing Committee finally. In the event of any member remaining as a candidate seeking election to more than one position, after the expiry of the deadline for withdrawal of nominations, the Returning Officer shall reject his nomination papers for all positions, and proceed to notify the Final List.

- xi. All nomination papers shall clearly indicate the names of contesting/nominated candidates, their proposers and seconders together with their signatures and dates, and shall be completely filled up otherwise also, before their delivery as prescribed. Nomination papers which are found incomplete shall be rejected by the Returning Officer at the scrutiny level. The Returning Officer, rejecting any nomination paper, shall make a note on the said paper, mentioning the ground or grounds for his rejection and affix his signature thereof, before proceeding with the announcement of the List of Valid Nominations of Candidates.
- xii. The nomination papers shall be scrutinized by the Returning Officer on the date and at the time fixed as per the Calendar of Events. The date for scrutiny of nominations shall be so fixed

as to provide for a gap of at least seven days before the date of election.

- xiii. If the number of qualified candidates, according to the List of Valid Nominations, is less than or equal to the number of persons to be elected, the Returning Officer shall declare the candidates elected by issuing a notification to that effect and notify the vacancies, if any, which may have gone uncontested.
- xiv. In the event of there remaining any vacancy in the Managing Committee, the newly elected Managing Committee shall, at its first meeting after it takes office, co opt such members of the club as are eligible to contest to the corresponding position in the Managing Committee, due regard being had to their seniority, experience and standing in the club.
- xv. If the number of qualified candidates is greater than the number of members to be elected, the names of all such candidates shall be written, typed, stenciled or printed on ballot papers or voting slips in (English) alphabetical order and the copy thereof shall be put on the notice board of the club at least five days before the date fixed for the election.
- xvi. In preparing the list of contesting candidates for the purpose of preparing the ballot paper/ voting slip to be used in the elections, the name

of the candidate shall be placed first, followed by his/her initials, if any, as registered in the rolls of membership of the club. There shall not be any mention of honorifics like Sri, Smt., Mr., Mrs. or abbreviations signifying their status or designation or educational qualification against their names; nor shall there be any professional or other title going as a prefix or suffix to the name of any candidate.

- xvii. Every ballot paper so prepared for being issued to the voters on the election day shall have been serially numbered and shall bear the seal of the club and signature of the Returning Officer. The seal of the facsimile of the signature of the Returning Officer, got prepared by the club office for the purpose, shall be in the safe custody of the Returning Officer, till it is disposed of, vide Rule 20.1(xxi).
- xviii. On a member presenting himself before the designated polling officer with his Identity Card issued by the club, he shall be issued a ballot paper on his signing its counterfoil and against his name in the Electoral Roll.
- xix. The member who is issued the ballot paper as per Rule 20.1(xviii) shall proceed to the appointed polling booth, make his markings in the ballot paper issued to him in a confidential manner in the cubicle assigned to him, and

deposit the same in the ballot box(es) earmarked for the purpose.

- xx. A ballot paper shall become invalid (1) if it bears the signature or any other marking made by the voter except the marking to indicate his vote in the place(s) earmarked for the purpose; (2) if it does not bear the Sl. No., the seal of the club and the signature/facsimile of the Returning Officer; (3) if it contains no mark(s) indicating his vote(s); (4) if it contains more marks than the number of offices/positions to be filled up, it being understood that such portion or portions of the ballot paper which carry markings for the correct number of offices/positions to be filled up shall be considered valid; (5) if the mark(s) made by the voter is found to be in a manner such that it is ambiguous or does not clearly indicate the voter's preference, the ballot becoming invalid only for that part, the other parts in the ballot paper carrying correct markings being treated as valid and counted accordingly.
- xxi. The Returning Officer and the Polling Officers designated by him shall, at the close of the poll as notified in the Calendar of Events, take up the counting of votes, in the presence of such candidates as may be present at the venue of counting, draw up a list of candidates

mentioning the votes obtained by each of them, and declare the results by announcing the names of winning candidates for all the offices for which elections are held, including the names of those who may have been elected without any contest.

- xxii. If there is a tie in the ballot for any office in the Managing Committee, the Returning Officer shall resolve the tie by drawing lots; he shall make a record thereof in the election proceedings/records.
- xxiii. The Returning Officer shall keep in his safe custody in the club office, under his seal and signature, the facsimile of his signature used by him, all the unused ballot papers with their counterfoils intact, counterfoils of ballot papers used for balloting, the Electoral Rolls used by all Polling Officers while issuing ballot papers, the papers/ register containing a report of the counting work under-taken by him or under his supervision, a copy of the Result Sheet announced by him, the ballot papers used for balloting (in a separate sealed packet or packets) all in a box securely sealed and carrying the signatures of two or more Assistant Returning/ Polling Officers who assisted him through the counting process and of as many candidates and/or their election agents as may be present

at the counting. This sealed box shall be handed over by the Returning Officer to the newly-elected Secretary as soon as possible after the new Managing Committee assumes office. The contents of this sealed box may be destroyed three months after the date of election by the Secretary, with the knowledge of the President, in the presence of at least three members of the Managing Committee, by making a record thereof in the Book of Proceedings of the Managing Committee.

- xxiv. Notwithstanding any provision(s) contained in the Rules 20.1(i) to 20.1(xxiii) concerning the use of paper ballots/voting slips in the elections to the Managing Committee, arrangements may be made by the Management for paperless elections by using Electronic Voting Machines (EVMs), after ensuring that the orderly conduct of elections and the secrecy of the ballot are not jeopardized. [Powers to make any Regulations for this purpose, if necessary.] The Managing Committee shall, in such an event, have powers to make any Regulations for this purpose, if necessary.

20.2. Elections: Code of Conduct and other Rules

- i. No member contesting the Elections to the Managing Committee shall put up any

hoardings/banners/ placards or distribute pamphlets or arrange parties in support of his candidature within the club premises. Similarly, no member of the club is permitted to canvass for or against any candidate in writing or by printing and distributing pamphlets or displaying banners.

- ii. The club shall, soon after the Final List of Contesting Candidates is notified by the Returning Officer, bring out a News Letter containing concise biodata and photographs of all candidates and arrange to send the same to all the members of the club, besides displaying the same in the club notice board.
- iii. The biodata so published shall include brief particulars of candidates such as their educational and professional background, experience in service organizations including the club, prepared on the basis of details furnished by the candidates themselves.
- iv. The Secretary of the club, in consultation with the President, may take the initiative in convening a meeting of members to facilitate the finalists in the elections to address them concerning their candidature. Such a meeting, if convened, shall be presided over by the President, or, in the event of the incumbent President being a contestant himself in the

election or not present at the meeting, by a senior member present at the meeting and chosen for the purpose.

- v. The Returning Officer is empowered to disqualify a candidate for any infringement of Rule 20.2(i), by making a notification to that effect in the club notice board.
- vi. The Returning Officer is also empowered to recommend to the Managing Committee the initiation of disciplinary proceedings against any member, other than the contesting candidates, for the violation of 20.2(i).
- vii. Once the Calendar of Events for the election is announced, no function of any section or department of the club, save the business meetings of the Managing Committee or any of its Sub-Committees, shall be held until the completion of the entire election process. Such business meetings shall not take any far reaching policy decisions even if they be within their powers in the normal circumstances.

20.3. Assumption of office

- i. The newly elected Managing Committee and the outgoing Managing Committee shall have a joint meeting, presided over by the incumbent President, not later than ten days from the announcement of election results at which the

new Managing Committee will take office by signing in the Book of Proceedings of the Managing Committee. The new President will then proceed to take the Chair and conduct the proceedings of the Committee.

- ii. The period between the announcement of results of the election to the Managing Committee and the aforesaid Joint Meeting shall be utilized by the outgoing and incoming Secretaries and Treasurers, assisted by the office staff, to draw up a list of files, registers and documents to be transferred with a view to bringing about the changeover of power and authority for a smooth and harmonious functioning of the club.

21. Duties, Responsibilities and Powers of the Managing Committee:

- a) The Managing Committee shall have the power to frame Byelaws for the proper and efficient functioning of the club and to amend or rescind them and to frame additional Byelaws not inconsistent with these Rules, subject to approval of the General Body.
- b) The Committee may appoint such staff/ personnel as it deems fit, for efficiently carrying on the business of the club.
- c) The committee shall ordinarily hold a Meeting once a month. At every Meeting of the

Committee, six Members shall form the quorum
(Two office bearers compulsory)

- d) At each Meeting, the President shall take the Chair and in his absence the Vice-President and in their absence, a Chair man shall be chosen by the Committee to preside over its deliberations.
- e) The Committee shall be responsible for the management of the Club and to transact all business other than the alteration of the Rules.
- f) The Committee shall have power to co-opt Members for any particular purpose.
- g) In case of special urgency or at the written request of atleast two-thirds Members of the Committee, the Honorary Secretary shall call for a Meeting.
- h) The Committee shall prescribe such registers and books as may be required, frame such subsidiary rules as may be considered necessary, in so far as they are not inconsistent with the Rules, for the efficient management of the club.
- i) The Managing Committee shall appoint an internal Auditor and fix his remuneration and terms and conditions of service.
- j) The President, Vice-President, Honorary Secretary, Honorary Joint Secretary, Honorary

Treasurer or any Member of the Managing Committee who does not attend three consecutive Meeting thereof without intimation to the President, the Honorary Secretary shall forth with cease to be a Member of the Managing Committee and his vacancy shall be filled up in the manner specified in the Rules.

- k) If an elected member of the Managing Committee is found guilty of any act unbecoming of the office bearer, after due enquiry he shall be placed under suspension. Provided such action is assented by not less than two thirds of the managing committee Members at the Meeting called for the specific purpose. The matter shall be referred to a Special General Body convened for the purpose and action be taken as decided by this Special General Body Meeting.
- l) The Managing Committee may appoint sub-committees for the following activities:
 - i. Reading Room and Library;
 - ii. Fund raising committee;
 - iii. Cards;
 - iv. Sports;
 - v. Catering;
 - vi. Bar section;
 - vii. Housekeeping;

- viii. Entertainment with cultural activities;
- ix. Building committee
- x. Disciplinary

One of the Members of the Committee shall be the Member-in-Charge of the Sub-Committee and he shall also be the convenor and the Sub-Committee may not exceed more than five members.

- m) The Managing Committee shall have power to raise necessary Loan from the Banks/Financial Institutions for acquiring Land or construction of building in the name of the Club.
- n) The managing committee is empowered to create mortgage over immovable properties owned by the club by way of deposit of title deeds or other mortgages as a security for loan raised from banks and Financial Institutions and to authorize any one of the office bearers to execute or /and register documents (s) or /and deed (s) in connection with the mortgage and do all the incidental thing (s) act (s) connected with such mortgage created in favour of the Banks and financial institutions.
- o) The managing committee is empowered to incur the capital expenditure up to an amount approved in the previous annual general body meeting. The committee is also empowered to

spend an additional Rs. 5 Lakh as working capital expenses which may be ratified in the next annual general body meeting.

22. Reading Room:

A reading room shall be maintained and newspapers and magazines approved by the Committee shall be subscribed for and placed on the table for the use of the Members.

23. Library:

A Library shall be maintained and books approved by the Committee shall be purchased and made available for the use of the Members.

24. Cultural Activities:

It shall be competent for the Committee to arrange for cultural Activities, Entertainment and Programmes.

25. Sports Section:

- a) A sports section shall be maintained and outdoor and indoor games as considered necessary may be provided.
- b) The sports section shall be under the direct management of a sub-committee consisting of Members in charge of the several games. A secretary in-charge of sports will be elected from among such members.

- c) The Sub-Committee shall have the power to recommend to the Managing Committee to levy a minimum subscription/fees and such other additional subscription/fees as it considers necessary for the several games it provides.
- d) The Sub-Committee may frame suitable rules for the management of the Sports section and a copy thereof shall be sent to the Managing Committee.
- e) It shall be competent for the Sub-Committee to conduct Tournaments or sports competitions at intervals and award suitable prizes for the same.
- f) The managing committee shall earmark all subscriptions collected from the sports section together with such amounts as may be collected, donated or raised in aid of it, for the maintenance of that section.
- g) The Treasurer of the Club shall also be the Treasurer of the Sports section and an Ex-officio member of the Sub-Committee.

26. Building:

- i) The committee shall be responsible for the maintenance of the building and the ground in good conditions and it is empowered to incur an expenditure not exceeding Rs.25 lakh in a year. Any extra cost if found necessary should be incurred only after obtaining the previous sanction of the general body.

- ii) The committee is empower to incur capital expenditure towards acquisition or purchase or construction of fixed assets or building only after obtaining the previous sanction of the general body

27. Social Gathering:

The Committee is competent to arrange for social gathering and such other items of amusement as may be considered necessary either in connection with the Annual Meetings or on other occasions.

28. Meetings:

- a) In all Meetings, the Resolution will be carried by a majority.
- b) In case of urgency, a Resolution can be passed by circulation if it has a support of atleast two-third of the Members of the Committee and this resolution shall be ratified by the Committee at its next meeting. The resolution once ratified cannot be reopened.
- c) Resolution passed but not ratified, may be reconsidered with assent of majority of committee members.
- d) Any dissension by a Committee Member has to be recorded in the Minute Book, maintained for recording the proceedings of the Meetings..
- e) A committee member cannot take part in voting on a subject concerning himself.

- f) For an ordinary Meeting of the Committee, atleast 5 days notice is to be given. In summoning an Emergency Meeting of the Managing Committee atleast 24 hours notice must be given.
- g) The notice summoning an Emergency meeting of the Managing Committee, shall state the business to be transacted and no other business shall be dealt with at the Meeting.

29. Duties of Office Bearers:

- a) **President:** His duties shall be to preside at all General Meetings of the club except when the Managing Committee resigns and to deal with all correspondence that may be put to him. He shall carry out the majority decisions of the Managing Committee in all matters. At the Annual General Body Meeting, he shall answer all questions relating to the working of the club and may, if necessary, call upon any Member of the Managing Committee to do so.
- b) **Vice-President:** The Vice President will act for the President in his absence.
- c) **Honorary Secretary:** Hon. Secretary and the President shall take the major decisions and the overall control of the Executive Committee. The Hon. Secretary shall have the following powers and duties.

- i. To be in-charge of the day to day administration of the Club.
- ii. To convene meeting of the Executive Committee and to keep record of all proceedings of the Meeting.
- iii. To sign on behalf of the Club and conduct all correspondence.
- iv. To ensure maintenance of the prescribed Accounts and registers viz. Day books, ledgers, Stock Registers, Membership Registers, Movable and Immovable Property registers.
- v. To arrange for proper and safe custody of all documents and other property belonging to the club.
- vi. To Exercise Administrative Control over the staff of Club and take disciplinary action on them. He shall have power by observing necessary procedure to suspend for not more than 10 days at a time any employee of the club for misbehavior or neglect of duty. An appeal against the decision of the Hon. Secretary shall lie with the President of the Club. In case of dismissal of any staff of the club prior approval of the committee shall be obtained.
- vii. To review periodically the suggestions recorded by the members of the club in the

- suggestion book to be kept in the premises of the Club and to place such suggestions before the E.C. at its monthly Meeting for action if any. Action taken on the suggestions shall be indicated by the Hon.Secretary in the remarks column of the Suggestion Book.
- viii. To represent the Club in all legal proceeding.
 - ix. To represent in the Meetings of other Associations, Institutions, Clubs, Conferences etc., if invited, with the prior approval of the President or Executive Committee.
 - x. To arrange for the conduct of the business of the club and to perform all duties entrusted to him by the committee.
 - xi. The Hon.Secretary may have an imprest amount of Rs.25000/ for the day-to-day petty expenditure of the club.
 - xii. To be an Ex.Officio Member of all Sub-Committees formed by the E.C.
 - xiii. He shall also have the powers to take legal action or terminate services of the staff. This should be approved by the President and ratified later by the committee.
 - xiv. Authorise him to register all sites & buildings in favour of the club and to represent as an authorized representative before the Mysore City Corporation, MUDA, Grama Panchayath

and all other Authority for all the works of the club.

d) Joint Secretary: The Joint Secretary shall act for the Honorary Secretary in his absence.

e) Honorary Treasurer:

- i. He shall have control over the funds of the club in the Bank and shall operate such funds as previously sanctioned by the Managing committee except for the imprest funds. All funds of the club shall be deposited in any scheduled Bank.
- ii. In regard to all such accounts, the Honorary Treasurer shall ensure that they are sanctioned in accordance with the Rules.
- iii. The Honorary Treasurer and the President or in the absence of the President, the Honorary Treasurer and the Honorary Secretary will operate the Bank Accounts. All payments above Rs.10,000/- shall be made by cheques.
- iv. The Honorary Treasurer shall place before the committee the Income and Expenditure account every month.

30. Special General Body Meeting:

- a) This may be convened at any time on the requisition of the President, or on the requisition of not less than two-thirds of the Members of the Managing Committee, or not less than one

third-of the Members of the Club, entitled to vote, stating the business for which they wish the meeting to be convened and the Committee shall within 10days from the date of receipt of such requisition, proceed duly to call a Meeting for the consideration of the business stated, on a day not later than 40 days from the date of the receipt of the requisition. The President, however, shall not convene a Special General Body Meeting which, in his opinion the proposed Resolution reopens a question which has been decided by a General Body within the previous six months. If the managing Committee does not convene the Special General Body in pursuance of such notice, (other than rule 32a) then the signatories may themselves call for the Special General Body after the expiry of the period stipulated above to discuss and decide the issue under notice. Such a decision shall be binding on the Managing Committee. A resolution of which due notice has been given may be modified at a Meeting by a suitable amendment.

- b) The President of the Club or failing him, the Vice-President or in the absence of both, one of the members present duly proposed and elected shall be Chairman of the General Body Meeting.
- c) The Chairman shall conduct and regulate the

proceedings of the Meeting and so far as the Meeting is concerned, his decision on points of order shall be final.

- d) A resolution coming up for decision at a General body Meeting shall be decided in the first instance by a show of hands. If a poll is demanded the Chairman shall make suitable arrangements for the counting of votes.

31. Quorum for the Annual General Body Meeting and Special General Body Meeting:

The quorum for a Annual General Body Meeting or Special General Body Meeting shall be 10% of the Members in total.

32. Resolutions:

- a) Notice of Resolutions to be moved at any General Body Meeting shall be sent, in writing, to the Honorary Secretary atleast 7 clear days prior to the date of Meeting. Resolutions to be moved at the General Body Meeting shall be published on the Notice Board of the Club and shall be included in the Agenda.
- b) All special resolutions shall be passed by two-thirds majority of the Members present at the Meeting.

33. Improvement of the Club:

- a) The normal administrative expenses of the Club

shall be met out of the monthly subscription, Temporary Membership fee, guest fee and interest on Life Membership Fee, Securities including rents realized if any. Admission Fee, Institutional Membership fee and donations shall normally be invested under a separate capital account and shall be utilized only on capital works or invested in schedule banks.

- b) 25% of the Income from the Games shall be kept under a separate Reserve Fund. In exigencies this fund shall be utilized only after obtaining the approval of the “Emergency General Body”.

34. Disciplinary Action on the Executive Committee member:

If a member of the Executive committee including office bearer is found guilty, after due enquiry of any act unbecoming of his office, he shall immediately be suspended. The matter shall be reported to emergency General Body called for the purpose, for necessary action provided such action is assented to by not less than 2/3 members of the Executive Committee assembled at the Meeting.

35. Resignation to Executive Committee:

In the event of all or more than six members of the Executive Committee resigning, the existing committee will continue in the Office till

Emergency General Body Meeting is called by the existing committee, where a new committee shall be elected for the remainder of the current year by inviting the open nomination and by show of hands. A chairman for the Emergency General Body Meeting will be president of the Club or elected from among the members present.

36. Emergency General Body Meeting:

If certain circumstances demand an Emergency Meeting of the General Body, the same may be called by the President or in his absence by the Vice-President or Hon.Secretary after consulting the Executive Committee.

The quorum and adjournment for such emergency general body meeting shall be as per rule 19(b) & (c).

A notice of minimum 7 days shall be sufficient to call such Emergency General Body Meeting.

37. Serving of Notices:

Serving of notices for any General Body Meeting shall be deemed to be effected by any one of the following means.

1. By sending through Registered Post with acknowledge-ment due/Speed Post/E-mail.
2. By publishing in any of the News papers previously decided by the Executive Committee.

3. By exhibiting the notice on the notice board of the club.
4. By Courier.

38. Damages to the Club Property:

Any damages to the property of the club shall be paid by person/persons committing it at a price fixed by the Executive Committee.

39. Financial Assistance to Deceased Member's family and honor to Super Senior Citizen-Member:

- a) If a member is deceased his legal heirs shall be given financial assistance as decided by the previous general body meeting
- b) If a member has attained the age of 80 years he/she shall be honored by giving financial assistance as decided by the previous general body meeting. however to get this assistance the member should have been in the roll of the club at least for 10 years.

40. Sub-Committees:

Sub-Committees shall consists of one Chairman; 2 members from among the Executive Committees and 2 members co-opted by the Chairman from among the members of club. The chairman of the Sub-Committee is empowered to call the Meeting.

41. Action against Employees:

No servant of the Club shall be reprimanded or punished by the members in the event of any fault being found. It shall be brought to the notice of the Hon. Secretary who will take, if necessary in communication with the Committee, disciplinary measure and will intimate the member, concerned the result of the action taken.

42. Affiliation:

The Managing Committee is empowered to enter into affiliation with outstation clubs of metropolitan cities having facilities at par with this institution on "Reciprocal Basis".

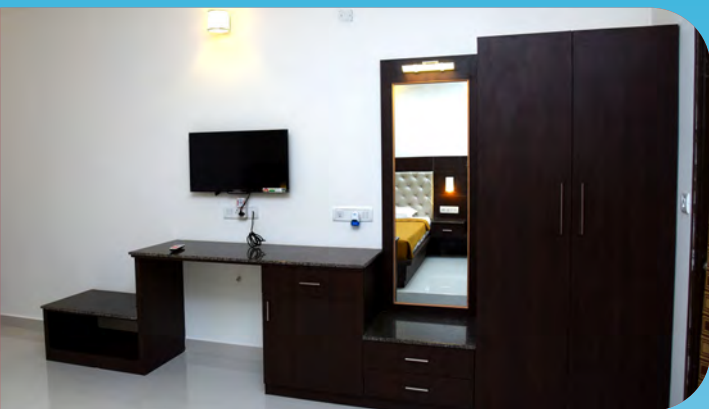
43. Repeal/ Amendment to bye-laws:

These Rules shall supersede all previous rules and shall not be amended, rescinded or added to except by a Resolution passed with a majority of not less than two-thirds of the votes cast by voting members who are present in person and vote at a Special General Body Meeting convened for the purpose for which written or printed notice shall have been delivered or sent under Registered post/ Speed Post to every voting member of the club 10 days prior to the date of the special General Body Meeting.

44. Alterations to the Bye-Law/Memorandum

- a) For any alteration to the Bye-Law of club, section 9 KSR Act of 1960 shall be followed.
- b) For change of name, Rules and Regulations, Section 10 of KSR Act of 1960 shall be followed.
- c) Annual returns i.e., Balance Sheet, Proceedings of Annual General Body Meeting, List of Executive Committee Members shall be filled with the Register of Societies as per Section 13 of KSR Act 1960.
- d) Dissolution of the club if it arises Section 22 & 23 of KSR Act of 1960 shall be followed.
- e) For any matter not specifically covered by the aforesaid Rules Provisions under the KSR Act of 1960 and the Rules framed there under shall apply.

Amended “Bye-Laws of the Club” approved by the District Registrar and Dy Registrar of Co-operative Societies Mysuru Dist. Mysuru vide Sweekruthi patra No. ಡಿಆರ್‌ಎಂ/ಸಿ-11/ಬೈ.ತಿ/ ಸಿ.ಆರ್.20/2023-24, Dt. 28-02-2024.



THE HERITAGE CLUB (R)

816/274, C-Block, Vijayanagar 3rd Stage, Mysuru - 570030.