

**REFORMS CLUB**  
**C.K. Naidu Road, Amravati-444602**  
**ESTD. 1902**  
**MEMORANDUM OF ASSOCIATION**  
**(BYLAWS)**

**1) NAME & ADDRESS:**

The Name of the Club shall be "Reforms Club, Amravati" Col C.K. Naidu Marg, Camp, Amravati. The Club is registered under the Societies Registration Act No xxi of 1860 and its Registration No. is F-953, dated 5<sup>th</sup> December 1978 Web.:www.reformsclub.com, E-mail ID: reformsclubamt@gmail.com

**2) OBJECTS:**

The objects of the Club are :

- a. To create interest and to promote growth of sports by providing facilities for different games like, Lawn tennis, Badminton, Billiards, Swimming, Gyms, Table tennis & other games.
- b. To hold Exhibition Matches, Tournaments and Competitions of different games, sports and also organize cultural, social and charitable programmes.
- c. To encourage social contacts and a feeling of fellowship among members of the Club & getting affiliated with other social clubs.
- d. To form and maintain a library and a reading Room for the members of the Club.
- e. To generally do all such lawful things as are essential incidental or conducive to and in consonance with attainment of the above objects.

**3) DEFINATION:**

**i) Club:**

Means "Reforms Club", Amravati as mentioned in clause no. 1 of the bylaws of the Club."

**ii) Membership:**

Means member of the Reforms Club, Amravati described in sub clause a, b, c, d, e, f, g & h of clause no. 4. All these memberships are non transferrable.

**iii) The Management Committee:**

Means "Always the total members of the Management Committee of the Club".

**iv) Majority of the Management Committee:**

Means always 2/3<sup>rd</sup> Majority of the total members of the management Committee of the Club and the decision taken by the 2/3<sup>rd</sup> majority of the management committee is called majority decision of the management committee .

**v) Majority Decision of General Body Meeting.:**

Means always simple majority of the total members present in the General body meeting of the club.

**vi) Prevailing Fees:**

Means always the various fees those are Membership Fee (which includes Inclusion Fee, Development Fund, Life/Resident Membership Fee), Subscription Fees as decided by majority of the Management Committee of the Club and thereafter approved by majority decision of the General Body Meeting of the Club (The

**Fees for Cultural Activities and Games Fee will be decided by the Majority decision of the Management Committee of the Club, and needs no approval of general body meeting).**

**vii) Other Fees:**

**Means fees for cultural activities, games fees, service charges or any other fees decided by the majority of the management committee and needs no approval of General Body Meeting.**

**viii) Service Charges:**

**Means the charges levied on the alcoholic and non alcoholic drinks brought by the members from outside in the club, which are not available in the club.**

**ix) Receipt of show cause notice by member:**

**Means "A show cause notice issued by the Secretary of the Club and;**

**a. delivered by the employee of the club deputed for the said purpose at the residential address of the concerned member or**

**b. forwarded by e-mail on the e-mail address provided by the concerned member to the club or;**

**c. forwarded by SMS by the Secretary of the club to the concerned member on the mobile number provided by the member to the club or;**

**d. displayed on the notice board of the club.**

**The said show cause notice served either any of the two above modes shall be deemed as receipt of show cause notice by member".**

**x) Local Guest and Outstation Guest:**

**Any person who is residing within the limits of Amravati Municipal Corporation shall be deemed as "Local Guest" and any person residing outside the limits of Amravati Municipal Corporation, shall be deemed as "Out Station Guest."**

**xi) Member in Good Standing:**

**The member, against whom no dues are outstanding and who has not been suspended or terminated under clause 6 and 8 of the bylaws shall be deemed as "Member in Good Standing of club".**

**xii) Senior Member:**

**A member who attains the age of 70 years and who has completed 25 years of his membership shall be deemed as "Senior Member".**

**4) MEMBERSHIP:**

**There will be the following categories of membership.**

**a) Life Membership:**

**Any person who is residing within the Amravati district, by following due process of membership mentioned in clause (5) and thereafter by paying prevailing fees of the "Life membership" of the club, he shall be accorded the "Life Membership" and thereafter he will be known as the "Life Member" of the club.**

**b) Resident Membership:**

**Any person who is residing within the limits of Municipal Corporation of Amravati City by following due process of membership mentioned in clause (5) and thereafter by paying prevailing fees of the "Resident Membership" of the club he shall be accorded the "Resident Membership" of the club and thereafter he**

will be known as the “Resident Member” of the Club. He will have to pay yearly subscription fee which is included in prevailing fees.

**c) Non Resident Life Membership:**

Any person who is residing outside the limits of Amravati District by following due process of membership mentioned in clause (5) and thereafter by paying prevailing fees of the “Non-resident Life Membership” of the club he shall be accorded the "Non-resident Life Member" of the club and thereafter he will be known as the “Non Resident Life Member” of the club.

**d) Temporary Membership:**

Any person who is residing within the Municipal Corporation of Amravati City for not more than 12 consecutive months by following due process of membership mentioned in clause (5) and thereafter by paying 10% of Membership fee of the club shall be accorded the temporary membership of the club and thereafter he will be known as the "Temporary member" of the club. Such membership shall not exceed more than 12 months. The temporary member can avail all the club facilities on making necessary payment, but he shall not take part in any proceedings of the club and shall have no voting rights. The temporary member is exempted from subscription fees and Maintenance Charges of the club.

**e) Corporate Membership:**

Any private/ public limited company by following due process of membership mentioned in clause (5) and thereafter by paying membership fees of the corporate membership of the club shall be accorded the "Corporate Membership" and thereafter he will be known as the “Corporate Member” of the club. In case of Corporate membership, the Corporate member i.e. company shall nominate two persons from its company. These two persons nominated by Corporate member i.e. company, will be entitled to avail all the club facilities upon making necessary payments. Tenure of such membership will be for 10 years only. This corporate member (company) and it's nominated two persons shall not take part in any of the proceedings of the club and shall have no voting rights. Such membership shall be non-transferable to any company or person, but such corporate member company can change its nominees and to that effect such corporate members should inform the club regarding the change of nominees in advance.

**f) Privileged Membership:**

Sons and daughters of the life member, resident member and nonresident life member who are above the age of 18 years and below the age of 30 years and desirous to become a member of the club after paying 50% of the membership fees of the life membership shall be accorded the "Privileged Membership" of the club, such member after completion of 11 month of the “Privileged Membership”, he will be known as the “Life Member” of the club.

**g) Floating Membership:**

Any person desirous of becoming “Floating Member” of the club by following due process of membership mentioned in clause no. (5)

and thereafter by paying 50% of the membership fee of the Life Membership shall be accorded the Floating Membership of the club and thereafter he will be known as the Floating Member of the Club. The tenure of the such Floating membership shall be only for 5 years. The Floating Member will not have a right of voting and he cannot participate in the administration of the club. The Floating Member will be exempted from subscription fees and maintenance Charges.

**h) Honorary Membership:**

The Club may offer "Honorary Membership" to any outstanding person in the field of Sports, Culture, and literature or in any other field of different nature, or to any other person, who is beneficial for overall development of the Club by Majority decision of the Management Committee. Such member will be known as the "Honorary Member" of the club. The period of such membership shall be for one year only and can be reoffered if the Management committee feels necessary by majority decision of the Management Committee. The Honorary member will be exempted from all "Prevailing Fees". He will have to pay the club bills and other fees and all other charges for the facilities, he avails. The total numbers of such membership shall not exceed more than five in a financial year. In the category of "Honorary Membership" the clause no. (5) will not be applicable, and he shall not take part in any proceeding of the club and shall have no voting rights.

**5. PROCEDURE FOR ACCEPTANCE OF MEMBERSHIP :**

Any person desirous to become a member of the club, irrespective of caste, creed, religion, sex or of a political opinion and who attains the age of majority and competent to contract can apply for membership. After receiving the application from the applicant, the membership application form 'A' will be provided with the majority decision of the Management Committee.

On receipt of application Form 'A' for membership, the same will be displayed on the notice board in a conspicuous part of the club for complete 15 days for the knowledge of the club members. If objections for granting new membership to any applicant in particular, are received in writing by individually from at least 10% of the total members of the club, then the application for new membership will be rejected.

If no such objection is received to the application for new membership, the application will be discussed and decided by the majority decision of the Management Committee. After acceptance of membership form "A", the applicant will be provided Form 'B' and the same shall be submitted by him along with Membership fees in cash or by cheque (subject to realization of the cheque) within 30 days from the date of communication. Such member will be on the club roll after issuance of final membership letter. On receipt of this letter, the new member will be entitled to avail the facilities of the club as a member.

**6. SUSPENSION OF THE MEMBERSHIP :**

a. If any member fails to pay any bill of the club, except the bill of subscription fees, games fees, and maintenance charges, within

five days from the date of the bill, a show cause notice, will be issued by the secretary of the club and on receipt of the show cause notice, if the member fails to comply the show cause notice and pay the outstanding amount mentioned therein within 7 days from the receipt of the said show cause notice, his membership shall be suspended by majority decision of the Management Committee of the Club for a period which may extend up to six months. Once the show cause notice is issued, such member shall not be entitled for any services on credit and to contest the election of the club.

b. If any member after issuance of the club bill in respect of subscription fees, guest fees, games fees, and maintenance charges fails to pay up to the 31<sup>st</sup> July of every year, a show cause notice will be issued by the Secretary of Club and if the said member fails to comply the said show cause notice and fails to pay the outstanding bill within a period of 30 days from the date of receipt of show cause notice, his membership shall be suspended by majority decision of Management Committee of the Club for a period which may extend up to six months.

c. If management committee observes or on receipt of complaint in writing either to the club or in complaint box of the club, by any member of the club, to the effect that any member or his guest intentionally misbehaved with other member or his guest or with the staff of the club and kitchen or fails to maintain proper discipline, reputation and decorum of the club, or fails to follow the rules and regulations and the provisions of the bylaws, a show cause notice will be issued to the said member by the Secretary of the club and his explanation will be called within 7 days from the date of receipt of the said show cause notice. If the said member fails to comply the said show cause notice or the explanation submitted by him is not considered satisfactory by the majority of decision of the Management Committee, the management committee by majority decision shall suspend the membership of the said member for a period which may extend up to six months or can terminate his membership with immediate effect.

d. Once a show cause notice is issued under clause 6 (c), no amicable settlement between members and withdrawal of complaint shall be entertained by the management committee of the club.

e. If any member is suspended twice under clause 6 (a) (b) (c) and if he again breaches any of the sub clause (a) (b) (c) of clause 6, then at the third time, the management committee may terminate him, to that effect the management committee may issue a show cause notice and if the member fails to comply the said show cause notice within seven days or a explanation submitted by the member is not satisfactory, the management committee will terminate his membership by the majority decision of the management committee.

#### **7. REVOCATION OF SUSPENSION :**

Any member whose membership is suspended under clause 6 (a) & (b) and if such member pays his outstanding bills for which his membership is suspended, the suspension of the membership shall

stand revoked after the completion of one month from the date of his payment. All relevant charges will be applicable for the suspension period. During the suspension, the suspended member will not be allowed to enter the club premises either as a member or as a guest of any member of the club.

**8. TERMINATION OF MEMBERSHIP :**

a. If member is convicted for criminal offence involving dishonesty or moral turpitude, can be terminated by majority decision of the Management Committee of the Club. If the conviction of the said member is set aside or he is acquitted by any appellate court, his membership can be restored by the approval of majority decision of the general body of the club.

b. If any member is suspended under clause 6 (a) and (b) and if he fails to revoke his suspension either prior to the completion of his suspension period or prior to the completion of 6 months from the date of his suspension, his membership shall stand terminated after the expiry of 6 months from the date of his suspension.

c. Once the member is terminated under clause 8(a), he shall not be entitled for the membership of the club in future.

d. If any member is terminated under clause 8(b) of the bylaws and if he applies for rejoining of membership, his application can be considered by the majority decision of the management committee subject to depositing the outstanding amount against him with interest @12% per annum plus by depositing the subscription fee and maintenance charges of one year or for a period for which he was suspended whichever is higher.

**9. REJOINING MEMBER:**

a. Any member who has voluntarily resigned in good standing of the club may join the club again by paying an amount equal to 12 months of subscription fee or fees for the period of his resignation period whichever is higher as a rejoining fee. He will not be required to apply in the manner prescribed in bylaws no. (5), but may apply to the Secretary or Management Committee of the club of his intention to rejoin the club by paying the rejoining fees. The Secretary shall place the application in the Management committee meeting for its consideration. The management committee may accept his application and the decision of the Management committee in this regard shall be final.

b. Rejoining of any member shall not be considered, if any disciplinary action is initiated/ pending against him under clause no. 6(c).

**10. VARIOUS FEES OF THE CLUB:**

**a. Membership Fee:-**

The membership fee includes, inclusion fee, development fund ad life / resident membership fee (excluding the membership defined in clause 4d & h)for life members, non-resident life member, Resident member, Corporate member and Floating member, decided by majority decision of the management committee and approved by the majority decision of the general body meeting. This membership fee shall not be applicable to the membership defined in sub-clause (d) & (h) of Clause 4.

**b. Subscription Fees:**

The subscription fee means the yearly fee to be paid by Resident member only decided by majority decision of the management committee and approved by the majority decision of the general body meeting.

**c. Maintenance Charges:**

The Maintenance charges means fees charged for the maintenance of the club for every year decided by majority decision of the management committee and approved by the majority decision of the general body meeting. The maintenance charges will not be applicable to the members defined in clause 4(d), (e), (g) & (h) and senior member defined in sub-clause xii of clause 3.

**d. Other fees:**

The other fee includes guest fee, fees for cultural activities, games fees, service charges any other miscellaneous fees decided by majority decision of the management committee and need no approval of general body meeting.

**11. MODES OF PAYMENT OF FEES/CHARGES:**

a) The yearly subscription fee of the member shall be charged annually and commence from the month in which he is admitted as member of the Club. Annual subscription fees, games fee, maintenance charges shall be payable on or before 30<sup>th</sup> of June of every year. Failing to pay the arrears of subscription fees, maintenance charge and other fees, dues or bills any how before the 31<sup>st</sup> July of every year shall be liable for action as per provisions given under clause 6 (b) of this bylaws.

b) The daily bills against the services availed by the member, any other miscellaneous bills shall be payable in cash and by credit or debit card and no cheques shall be accepted against the same.

**12. PAYMENTS BY CHEQUE:**

Payments made by cheque will be subject to realization. If the cheque issued by member against payment to the club is dishonored, all incidental expenses such as Bank Commission and other expenses incurred for the recovery of the said amount will be recovered from concerned member with interest and in future no payment will be accepted from such member by cheques.

**13. PRIVILEGES OF THE MEMBERS & AFFAIRS OF THE CLUB:**

a. Every member is entitled for admission to bar room, card room, food zones, games, recreation, lodging or any other facilities and services available in the club. All the members are entitled to bring guest with him by paying prevailing guest fee. The bar room facility and the card room facility will not be available to the local guest. The outstation guest is allowed to enter the bar room and card room along with the host member.

b. Every member is entitled to bring members of his family, i.e. his children (below the age of 25 years) and spouse with their I. D. without paying any guest fees.

c. Members are permitted to bring any particular guest for a period not exceeding 36 days in aggregate in one calendar year and subject to not more than 3 days in a month. Members shall be

responsible for all club dues or bills incurred by their guests and also for any misbehavior, indecency or breach of rules and regulation of bylaws on the part of guest.

d. A register will be kept at the Reception of the Club. Every member will enter his name and the names of his guests with other details including the address of the guest in the register and shall be signed by the Host member.

e. Local guest will not be allowed or admitted in the bar room and card room. If the local guest does so, the host member shall be liable for disciplinary action by the management committee as contemplated under clause 6 (c).

f. The club may provide Refreshments at reasonable profits.

The term refreshments mean and includes Alcoholic drinks (if and when permissible), Non Alcoholic and soft drinks, foods and eatables. The Alcoholic drinks will be served to permit holders only. Possessing of required permit shall be the entire responsibility of the concerned member. The bar shall remain closed on the dry days declared officially by the competent authority.

g. Every member shall pay all the bills incurred by him or by his guest for the refreshments and drinks in cash and failure to pay in cash, the management committee will be at liberty to recover such bills with fine / penalty and necessary action in pursuance of provisions under clause 6 (a) (b).

h. Members are permitted to hold parties in the club with due permission of the Secretary, provided the member pays in advance the rent and service charges as fixed by the management committee from time to time. Members are not allowed to bring Alcoholic drinks from outside which are available in the club, however if any member does so with the prior permission of the secretary of the club, he will have to pay the service charges as fixed by the management committee from time to time.

i. The club will remain open for use of permit room from 12 noon to 3 p.m. and 6 p.m. to 11 p.m. or as decided by management committee or as per the timing mentioned in the license of the Permit Room and Bar. The management committee may revise the timings for the reason recorded in the minutes of management committee meeting. It may be revised by the management committee for any club function with prior permission of the competent authority.

#### **14. VISITING MEMBERS OF THE AFFILIATED CLUB**

The member of other affiliated club shall be treated as visiting member and he is entitled to avail all the facilities of the club on making necessary payment of bills and entry fees (equivalent to prevailing guest fees) in cash or by credit / debit card. Such member is entitled to visit the club for not more than forty days in a calendar year. Similarly visiting member will not be entitled to bring the guests except the family members which includes children and spouse. No credit of any sort will be extended to such member at any cost. The right of visiting member to enter the club is reserved with the management committee of the club.



**15. FINANCES :**

**The funds of the club may be raised by :**

- 1. Membership fee, contribution from the members of the club, subject to the exemptions given to the members under this bylaws, annual subscriptions fees and games fee.**
- 2. Income from arranging tournaments, exhibitions, shows and other modes of entertainments.**
- 3. Receiving funds and sponsorship from members and sponsorship from non members for various club activities.**
- 4. Raising funds through loans and over drafts from any licensed financial institute, the scheduled or nationalized banks or co-operative banks or recognized financing agencies or from the Government with the permission of General Body Meeting only.**
- 5. Donation in cash or kind.**
- 6. Grants from the Government, Sports Organizations, Clubs, Trusts and Societies.**
- 7. Raising fund from cultural programme and souvenir publication etc.**
- 8. After accepting new membership, at least the minimum 30% amount of the total membership fee accepted shall be permanently deposited in Nationalized Bank and the interest accrued thereupon shall be used for the maintenance of the club. The amount so deposited in fixed deposit can be utilized in case of emergency and for unforeseen circumstances with the approval of majority decision of general body meeting or majority decision of emergency general body meeting.**

- 16. The Treasurer will be in-charge of the finance and accounts of the Club. He shall keep true accounts of the money received and paid by the club in association with the Secretary / President, under the supervision of the management committee. The club shall engage the staff to help in maintaining the accounts, correspondence and all other clerical work.**
- 17. The club accounts shall be audited every year by a Chartered Accountant appointed by management committee every year and approved by the Annual General Body Meeting. The Annual Statement of Accounts, Balance Sheet etc. shall be placed before the General Body Meeting with a report of the Management committee on the working of the club by the Secretary.**
- 18. The funds of the club shall be deposited in a bank account and the Treasurer jointly with the Secretary or the President shall operate the bank accounts.**
- 19. No member of the club will be entitled to any remuneration for any services rendered to the club in connection with any of the activities of the club without sanction of the management committee. However, the member may be reimbursed out of pocket expenses incurred by him in connection with the work of the club, provided the same is sanctioned by the Management committee.**
- 20. FINANCIAL YEAR :**  
**The financial year of the Club shall commence from 1<sup>st</sup> April to 31<sup>st</sup> March of every year.**
- 21. GENERAL BODY MEETINGS :**

**There shall be three General Body Meetings in a year.**

**A. Accounts Cum Budget General Body Meeting :**

The first General Body Meeting will be held in the last week of May preferably on Sunday or Saturday every year and this meeting will be called Annual Accounts Cum Budget General Meeting. In this meeting, the Secretary or Treasurer or any representative of the previous management committee shall present Annual Statements of Accounts i.e. Income and Expenditure A/c., Balance Sheet and Audit Report of the preceding year. Audited accounts with audit report shall need due sanction in General Body Meeting. In this meeting the new Management committee shall present a budget for first current year for approval.

**B. Half Yearly General Body Meeting :**

The second General Body Meeting will be held every year in the last week of October preferably on Sunday or Saturday. This meeting will be called Half Yearly General Body Meeting. In this meeting the Management committee shall present a statement showing income and expenditure for the period from April to September of the current year.

**C. Annual General Body Meeting:**

In a tenure of two years, the annual general body meeting will be held in the first year, in the last week of February preferably on Saturday and Sunday. In this meeting the secretary will read annual report, the president will address the meeting and enlighten the club about the progress and achievement of the club.

**D. Bi-Annual Election General Body Meeting:**

i. In a tenure of two years, the Bi-annual Election General Body Meeting will be held in last week of February (of every alternate year) preferably on Sunday at 11 a. m. In this meeting, the election will be held between 2 to 5 p.m. for the post of President, Secretary and Nine Management committee Members. The elected management committee shall hold the office of the club for two years.

ii. **Eligibility to Contest the Election:**

a. **For the Post of President :**

Any member of good standing who desires to contest the election for the post of President shall be the executive member of the management committee for three years in past or he shall be the Ex-Secretary of the Club.

b. **For the post of Secretary:**

Any member of good standing who desires to contest the election for the post of Secretary shall be the executive member of the management committee for two years in past.

c. **For the post of Executive Member:**

Any member of good standing and who has completed five years of his membership can contest the election for the post of Executive Member of Management Committee.

iii. **Tenure of the elected management committee:**

The tenure of the elected management committee shall be for two years.

- iv. The newly elected management committee may invite, the outgoing President and Secretary for the meetings of Executive committee if thinks necessary, but they will have no voting powers in the affairs of management committee.
- v. Election procedure of the Management committee :  
 The election for the post of President, Secretary and Nine members of the Management committee shall be held in the bi-Annual Election General Meeting. The election shall be conducted by the Election Officer, who will be nominated from amongst the club members by the existing Management committee in the last week of January. He shall be, in the opinion of Management committee, impartial to conduct the election. The Election Officer will be assisted by two or three members of the Club of his choice. The Election Officer shall prepare a detail election programme including date and time and place of all the election stages and the same shall be circulated to all the club members so as to reach at least seven days prior to the date of filing of the nomination forms. However display of copy of the election programme seven days prior to the date of nomination on the notice board shall be deemed to be service of election programme to the members. The last date of filing of the nomination forms shall preferably be at least ten days prior to the date of election. Every member who is in good standing on the preceding date of the filing of the nomination forms can contest the election for any of the above post duly proposed and seconded by other members who shall be also in good standing on the preceding date of filing of the nomination forms. Every member who is in good standing prior to the voting time shall be eligible for voting. Voting shall be done by secret ballot paper. Every member is entitled for casting only one vote. In case of the tie, the result shall be decided by "ISHWARCHITTHI". The election result shall be declared by the Election Officer in the Bi- Annual Election General Body Meeting. The decision of the Election Officer shall be final in case of dispute. All the election material including ballot papers voted, valid /invalid or cancelled ballot papers and result sheet shall be retained by the club till the period of minimum 30 (Thirty) days from the date of declaration of result.
- E. **Special General Body Meeting:**  
 A special general body meeting may be called at any time by the Management committee, to discuss and dispose off the urgent matter or it can be called by the requisition of 1/5<sup>th</sup> members of the Club, by mentioning clearly the cause or the subject for which the meeting is being requisitioned. On receipt of such requisition, the Management committee shall call the special general body meeting within 30 days.
- F. **Extra Ordinary (Emergency) General Body Meeting:**  
 The management committee by the majority of decision or the secretary may call an extra ordinary general body meeting on a

short notice of 24 hours in extraordinary and emergency circumstance.

**G. Quorum:**

For all the General Body Meetings 1/5<sup>th</sup> of the total number of members or 50 whichever is less shall form quorum of general body meeting. If the general body meeting is adjourned for want of quorum, the adjourned meeting shall be recalled on the same date, day and place after half an hour. The adjourned meeting shall need no quorum. No other subject shall be discussed in any adjourn meeting, besides those which are on the agenda. If all the business before the general body meeting is not transacted in this meeting, same may be adjourned and may be called within three days. On the day on which such meeting is called, no quorum is required to transact the business.

**H. Eligibility to attend the general body meetings by members:**

The club Secretary / Treasurer shall prepare a list of members who are in arrears of club bill or any sort of dues on the date of the meeting and shall display the same in a conspicuous part of the club for perusal of the members. It shall be the duty of every member to ascertain his dues or arrears from time to time and failure to pay his dues shall not be excused for reasons of non receipt of intimation to him of such dues. The members who are in arrears of their dues shall not be entitled to attend general body meetings. The President of the meeting may ask such member to leave the meeting. If such member in spite of directions does not leave the meeting, the Presiding Officer / President may take action for suspension of the membership under clause 6 (C).

**I. Notice of the General Body Meeting / Special General Body Meeting:**

The notice of all the general body meetings, except extraordinary general body meeting shall be issued fourteen (14) days in advance. For special general body meeting, the notice shall be issued seven (7) days in advance. The notice shall contain the date, time and place and the agenda of the meeting. The notice may also be displayed on the notice board and circulated amongst members of the club. However, display of the notice on the notice board shall be deemed to be service of notice to the members.

**J. With the permission of the President of the meeting, member may propose any subject for discussion which is not on the agenda of the meeting, provided that he may not propose the suspension or termination of membership of any member, or any amendment or repeal of existing bylaws and enactment of a new bylaws.**

**22. The President of the Club shall preside over all the General Body Meetings and in his absence, the Vice-President will preside over the general body meeting. In absence of President and the Vice-President, such meeting shall be presided over by one of the management committee member as decided by the rests of present**

management committee members. The President in the chair of all the meetings shall interpret the rules and the bylaws of the club.

23. Members who desire to propose an amendment or repeal of existing bylaw or an enactment of new bylaw shall inform the same in writing duly signed by at least 1/5<sup>th</sup> of the total members on roll of the club in good standing for consideration of the Special General Body Meeting.
24. If the management committee desires to amend the existing bylaws i.e. memorandum of association, the management committee may constitute the constitution amendment committee for the amendments to the bylaws and the said constitution committee will propose the proposed amendments and repeal, to the bylaws to the Management committee. Thereafter the Management committee shall place the said amendments and repeals to the bylaws before the Special General body Meeting for the approval.
25. On receipt of the requisition under clause 23 or proposed amendment under clause 24, the Secretary shall call special general body meeting within thirty (30) days by giving Seven (7) clear days notice in advance to the members. The secretary shall circulate and display the proposed amendment for seven (7) clear days on the notice board of the club prior to the special general body meeting. The Special General Body Meeting shall consider the proposal of proposed amendment and may pass it with any suggestion by voting by 2/3<sup>rd</sup> majority of members present in the meeting or otherwise it should be taken as rejected.

#### MANAGEMENT OF THE CLUB:

- 26) The Governing Body of the Club will known as the Management committee. The Management committee shall consist of President, Secretary and Nine Committee Members.
27. The Management committee may meet as often as it may consider necessary for transacting the business of the club but it shall meet at least once in a month. The quorum for the management committee meeting shall be six (6) members of the management committee. For want of quorum same meeting shall be post pone to another suitable day.
28. The President, Secretary and Nine members are to be elected to the Management committee for a term of two years by the members of club in Bi-Annual Election General body Meeting of the club.
29. The President, Secretary and Nine elected members to the Management committee shall elect amongst themselves one Vice-President and one Treasurer.
30. The President, Vice-President, Secretary and Treasurer shall be known as Office Bearers of the Club and the remaining members shall be known as members of the Management committee.
31. The President shall preside all the meetings of the Management committee. In his absence, the Vice-President shall preside over the meeting. In the absence of President and Vice-President, the President for such meeting shall be elected from the management committee members present, by majority of votes.
32. The elected Management committee shall hold office for the period of clear two years. Casual vacancy on account of death or due to

resignation of any member of the Management committee excluding President and Secretary shall be filled by Management committee amongst the General Members. Vacancy in the office of President and Secretary for whatsoever reasons shall be filled in by election within a period of thirty (30) days. If any member of the Management committee excluding President and Secretary remains absent for Consecutive three (3) meetings, he shall be discontinued from the Management committee, but prior to that he should be given an opportunity to submit his reason for absence. If the reason submitted by the absent Management Committee Member is considered by the Management committee by majority, he shall continue as a Management Committee Member of the club.

33. Subject to the Provisions of the Bylaws and rules of the Club and the directions conveyed in resolutions of the General Body Meetings, the Management committee will have full authority to carry on the administration and day to day work of the club.
34. No member of the Management committee shall vote in the meeting on the subject in which he has any personal interest or in which he is personally concerned.
35. **THE FOLLOWING OTHER MATTERS, SHALL BE DEALT WITH BY THE MANAGEMENT COMMITTEE, BY THE MAJORITY DECISION.**
  1. To dispose of the applications for new membership of the club, except for new membership proposals where objections are received from the members, as per clause 5 of bylaws.
  2. To sanction monthly working expenses.
  3. To appoint office staff and other staff, fix their remuneration, terms and conditions of service etc. according to need, work, responsibilities and as funds permit.
  4. To approve the rates fixed by the Secretary for the drinks, foods and refreshments to be served in the club premises to the members and to revise them whenever necessary.
  5. To propose the revision of the Various Fees and Other Fees as described in clause no. 10 of bylaws.
  6. To terminate or suspend membership of member under clause no. (6) of bylaws.
  7. To appoint committees or sub committees for special duties and work whenever necessary.
  8. To decide to purchase the land or to take on lease on such terms and conditions of, and when empowered by the General Body.
  9. To invest in lands and buildings, equipments etc. for the club as and when empowered by the General Body.
  10. To sale and disposed off the scrap, used articles of the club..
  11. To verify books of accounts and other records i.e. different registers, forms etc.
  12. To examine stock registers and verify stocks.
  13. To prepare Annual Report, Balance Sheet, Income and Expenditure Account for the current financial year to be placed before the Annual General Body Meeting.

14. For the conduct of the business of the club, the Management committee, in consistence with the provisions of the rules and bylaws of the club, shall have power to frame the rules.
15. It is expected from every member to attend the contributory functions organized by the club in the premises of the club. It is compulsory to every member to attend one such function in a year. If any member is unable to do so in such circumstances the contribution of the function which is at higher side shall be debited to the account of the member. .
16. The Management Committee will take review of the honorary membership, temporary membership and the prevailing various fees and other fees in the first meeting of the Management committee.

**36. THE DUTIES OF THE SECRETARY:**

1. In accordance with the provisions of this memorandum and with the approval of the management committee, the Secretary will have to manage all the affairs of the club and shall conduct day-to-day business of the club.
2. To summon and attend all the general and Management committee Meetings and attend or depute another member of the Management committee to attend sub-committee.
3. He shall appoint and dismiss the staff member and servants of the Club.
4. To fix up the rates of drinks, foods and refreshments to be served to the members of the Club in the Club premises with reasonable profit with the approval of the management committee.
5. To sign on behalf of the Club and to make correspondence, admission of membership. Keep club accounts and sign all bills, vouchers, receipts, cheques and all statutory documents, and also defend and represent the club in all legal proceedings and litigations before any court and authority of India.
6. To incur contingent expenditure subject to sanction of the Management committee.
7. No cash exceeding Rs. 25,000/-, after defraying all the club expenses, shall be retained by the Secretary as balance in hand.
8. To keep in safe custody all the documents, registers in the use of the Club and also to safeguard the property of the club.
9. To do all such work as may be entrusted to him by the Management committee.
10. The Secretary in his absence shall delegate his powers to the Treasurer or to any other member of the Management committee.

**37. TREASURER:**

The duties of the Treasurer shall be as under –

1. He shall receive all the money received by the club and deposit the same in bank account of the club.
2. He will be responsible for the maintenance of proper accounts jointly with the Secretary. It is his duty to see the cash book, ledger and other account registers are correctly written by the

clerk of the club and after verification, shall sign the same in token of its correctness.

3. He shall be always one of the signatories to sign the cheques issued by the Club.
4. He will get all the accounts audited by the Auditors appointed by the General Meeting and shall assist in preparing the Financial Statement.

**38. LIBRARY AND READING ROOM:**

The club may maintain a library and reading room for the use of the club members only. The Management committee may elect one member of the committee who will be in-charge of the library and the reading room and shall purchase books, magazines and news papers etc.

The books, magazines and news papers of the library and reading room are not to be removed from the premises or taken at home by any member unless he is permitted to do so by the member in-charge of the library. If a member is permitted to take the books or magazines or news papers to his home, he shall be fully responsible for the loss or damage caused to the books or magazines etc.

No member of the club shall circulate the books, magazines etc. belonging to the library and owned by the club, amongst non members.

**39. COMPLAINTS AND SUGGESTIONS:**

Any complaint or suggestion by any member in writing either to the Secretary of the club or received in complaint / suggestion box placed in the club premises shall be looked after by the secretary. On receipt of the such complaint, the Secretary will collect all the information from the persons involved in the issue and shall place it before the Management committee in its next meeting. The Management committee will discuss and take proper decision in the matter. The decision shall be communicated to the member concerned by the Secretary.

**40. AFFILIATION:**

The club may be affiliated to any Registered and Recognized Club or Sport Association with the approval of the Management Committee.

**41. REGISTRATION:**

The club may be registered under the relevant Act in force. If the club is registered under the Public Trust Act, the President of the Management committee shall be the Chief Trustee, Secretary and Members who are office bearers shall be the other members of the Trust for the purpose of registration, under the said Act.

- 42. These Bylaws and Rules of Reforms Club, Amravati are amendment proposed as on \_\_\_\_\_ by the Constitution Committee formed by the Management committee for the year \_\_\_\_\_ and passed by the Special General Body in the meeting held on \_\_\_\_\_.**

**The Constitution Committee is as under –**

**THE CONSTITUTION DRAFTING COMMITTEE:**

**Chairman: Dr. Umesh Deshmukh**

**Members:**



- 1) Dr. Prafulla Kadu
- 2) Dr. Ajay Dafale
- 3) Late Shri Suresh Gupta
- 4) Shri Umesh Mahendra
- 5) Dr. Gopal Belokar
- 6) Shri Jaiprakash Laddha
- 7) Adv. Sunil Deshmukh
- 8) Dr. Bharat Shah (Being president for 2015-16)
- 9) Shri Mahesh Hemrajani (Being Secretary for 2015-16)
- 10) Shri Sushil Padole (Being president for 2016-17)

**Date:**

**43. These Bylaws and Rules of Reforms Club, Amravati, shall come in force with effect from \_\_\_\_\_.**