



BAREILLY CLUB LIMITED
BAREILLY

BYE - LAWS

2019

GENERAL

1. Whereas it is expedient to enact Bye-laws, the same are provided as follows, after consolidating the resolutions passed during Monthly Board of Directors (Previous Managing Committee) Meetings over a period of two decades vide Section VI of Article of Association, by retaining substance, intent and spirit of the enactments, while excluding the explanatory portions there from. Also the suitable modifications have been affected to present the latest position on each issue dealt with by these Bye-laws removing repugnancies and redundancies which had come up over a period of time.
2. **Title and Extent of Operation:** These enactments shall be called Bye-Laws and shall be applicable to all members, employees and persons gaining entry to the Bareilly Club under whatever status it may be, viz, dependents, guests and persons hiring certain facilities etc on behalf of members of the Club.
3. **Punishment for violating Bye-Laws and Article of Association:** Any violation of Bye-Laws, Article of Association or any rules/ regulations framed there under, shall render a member liable for suspension followed by termination for the acts committed by himself, or for which he is vicariously responsible. Certain violations of serious nature shall also render the defaulters liable for civil or/and criminal proceedings under I.P.C. / C.P.C/ or PC.

NB : Abbreviation 'MBODM used, stands for 'Minutes of Board of Directors Meetings.'

ESTABLISHMENT

1. The establishment of the Club shall be maintained as approved by the Board of Directors from time to time based on the recommendation of the Secretary which shall be reviewed periodically.

2. The following establishment is authorized to the Club on permanent basis.

(a)	Manager	-	1
(b)	Steward	-	1 (To hold Club property on his charge and manage the Catering & Bar and other matters of the Club).
(c)	Head Clerk	-	1 (To manage the office and Documents).
(d)	Clerks	-	4 (To perform clerical job as assigned by the Head Clerk/ Secretary
(e)	Cashier	-	1
(f)	Barman	-	2 (To manage the Bar)
(g)	Asst Store Keeper	-	1 (To assist the steward in holding the stores).
(h)	Catering Supervisor	-	1
(j)	Security Supervisor	-	1 (Responsible for the Security of the Club).
(k)	Waiters	-	20
(l)	Peons	-	2
(m)	Cook	-	5
(n)	Billiard Marker	-	1
(o)	Tennis Marker	-	1
(p)	Chowkidar	-	4
(q)	Gardeners	-	5
(r)	Gardener-Cum-Mason	-	2
(s)	Safaiwala	-	5
(t)	Carpenter	-	1
(u)	Masalchi	-	3
(v)	Receptionist	-	1
(w)	Washerman	-	1
(x)	Electrician	-	1
(y)	House Keeper	-	2
(z)	Labours	-	4
		
	Total		71
		

2 A. Member, this term is used in these Bye-laws includes permanent (including active & outstation)Casual, Temporary, Associate and Honorary member unless otherwise expressly stated.

3. **Classification of Employees: Employees shall be classified as**

(a) **Permanent** : Permanent basis & includes any person who has satisfactorily completed a probationary period of 6 months continuously extendable by the Management upto 1 year and thereafter has been given a letter accordingly by the Club Secretary. He will also be entitled for PF & ESI.

(b) **Temporary** : A temporary employee is one who is engaged for work temporarily due to the exigencies of work and is eligible for PF/ESI contribution.

(c) **Casual** : Casual employee is one who is engaged for work on day to day basis depending upon the work and is not eligible for any type of PF/ESI contribution.

4. **Enrolment and Muster Roll :**

(a) Every employee except casual employee on enrolment shall sign an agreement of service as per the prescribed form.

(b) The name of every employee except casual employee without exception shall be entered on the Muster Roll.

5. **Attendance :**

(a) Every employee shall be at work at the time fixed & which has been notified to him by management.

(b) If, however, he is absent from the place of his work during working hours without written permission of the Secretary or any person authorized by the Management, he shall be liable to be treated as absent. It shall be taken as half day in case his absence commences before the recess is over, or commences after the recess period.

6. **Leave of Absence :**

(a) Service of a total period of 12 month shall qualify an employee for 30 days earned leave, 12 days sick leave and 10 days casual leave with pay. Grant of such leave shall depend on the exigencies of services in the Club and shall be at the discretion of the Club Secretary. No accumulation of leave and no leave will be carried forward to next calendar year.

(b) They will also be entitled to 3 National Holidays and 7 Gazetted or Festival Holidays.

(c) An employee who desires to obtain leave of absence shall apply to the Secretary 7 days in advance. However, in case of emergency, i.e. serious sickness or death in the family, permission may be given on the same day or the following day.

(d) The Club Secretary shall sanction/refuse the leave during office hours and convey the orders orally if the applicant is present, otherwise in writing.

(e) A record shall be maintained of leave availed/balance left thereof.

(f) In the event of an employee applying for an extension of the period of leave, he shall send an application in writing through registered post to the Secretary before his leave expires and the Secretary shall immediately on receipt of such application inform the employee in writing, at the address recorded by him whether the extension has been granted. He will also inform whether the extension has been granted for the full period as applied or for a shorter duration.

(g) In the event of an employee remaining absent without the leave having been sanctioned, his services shall be terminated unless.

- (i) he returns within 8 days of the expiry of the period of leave ; and
- (ii) gives explanation to the satisfaction of the Board of Directors of his inability to attend his duties

(h) **Leave Encashment** : No employee would be permitted to encash 30 days. Earned Leave as hither-to each employee would be permitted to encash 15 days (earned leave) only in Calender Year which will not be accumulated for encashment.

(j) Leave of absence for Temporary employee will be weekly off & club holidays only.

7. **Termination/Resignation of Service** : For termination of service of a permanent employee, one month's notice in writing shall be given by either side interested or wishing to terminate said service failing which one month's salary be paid/deposited in lieu of said notice. For Temporary employees no such notice is required.

8. **Acts or Omissions Constituting Misconduct** : The following acts or omissions shall be treated as misconduct :

(a) Willful insubordination or disobedience whether alone or in combination with others against any lawful & reasonable orders given by his superior;

(b) Theft, fraud, neglect or misappropriation in connection with the Club's business or property;

(c) Habitual absence without leave ;

(d) The collection or canvassing for the collection of any money whatsoever, for purpose not authorized by the Management, within the premises of the Club;

(e) Drunkenness, fighting, assault, riotous/disorderly behavior likely to cause breach of peace ;or endangering the life or safety of any other person; or an act of indiscipline and inefficiency ; or any act involving moral turpitude committed with in the Club premises; or misbehavior of any kind towards any of the members or guest of the Club,

(f) Negligence or neglect of work;

(g) Willful damage to property of the Cub;

(h) Threatening/intimidation/assault or disorderly behavior against any employee or any other person within the premises of the Club, or outside the Club premises regarding any matter connected with the Club;

(j) Sleeping whilst on duty;

(k) Any breach of rules and regulations;

(l) Absence without leave from the place of duty/work during duty hours.

(m) Not wearing the proper uniform prescribed for particular work.

(n) Engage in any business or commercial activity directly or indirectly related to Bareilly Club activities and which is in conflict of interest with the activities of the club i.e. catering, hospitality etc.

9. **Penalties for Misconduct** :

(a) Any employee who is adjudged by the Secretary after investigation to be guilty of misconduct is liable to be given notice of caution/warning/stoppage of annual increment/reduction in rank, suspension/dismissal depending on the gravity of the misconduct. No order of dismissal or suspension shall be made unless the employee concerned is informed of the alleged misconduct and given an opportunity to explain his conduct. The employee shall also be given an opportunity to produce his defence.

(b) In awarding any punishment, which shall be given in writing, the Secretary shall take into account the previous record of the employee. All the punishment awarded shall be put up before the Managing Committee during the next meeting for approval.

10. **Deduction for Damage to or Loss of Stores/Money** : Deductions may be made for damage to/ or loss of stores entrusted to the employee for custody, or for loss of money for which he is required to account and where such damage or loss is directly attributable to his negligence or willful default.

11. **Suspension Pending Enquiry into Alleged Misconduct**

(a) Where disciplinary proceedings against an employee are contemplated or pending, and the management is satisfied that it is necessary for proper enquiry, the Secretary may by order in writing, suspend him with effect from such date as may be specified in the order.

(b) An employee placed under suspension as per para 11 (a) *ibid*, may, during the period of such suspension, be paid subsistence allowances as admissible upto the extent of 50% of his pay and allowances as admissible in cases where misappropriation of funds is not the issue he is charged with.

(c) If on conclusion of the enquiry or criminal proceeding, the employee is found guilty of the charge framed against him, he shall be awarded punishment as per para 9 of these rules.

(d) In case he is found not guilty on all the charge framed against him, he shall be deemed to have been on duty during the period of suspension and shall be entitled to the normal salary after deducting subsistence allowance if it has been paid to him for such period.

(e) The payment of subsistence allowance under these rules & regulation shall be subject to the employee concerned not taking up any employment during the period of suspension.

12. **Retirement Age** : All employees of Club would be retired at the age of 60 years. On retirement the Board of Directors has an option for further extension of upto two years not exceeding the age of 65 years. In case the Board of Directors wishes to retain the employee as consultant he may not hold the same position. The terms and condition and salary will be fixed by the Board of Directors consisting the post and nature of job held by the employee. Each extension would be considered on its merit and last drawn salary without any increment will be paid accordingly. A medical fitness certificate have to be submitted for service extension beyond 60 years in the particular trade.

All types of employees shall retire on attaining the age of 65 years.

The decision on extension of services will exclusively belong to the Board of the Directors of the Club.

13. **Termination of Services of Temporary/Permanent Employees before the age of Retirement** : Services of employees may be terminated on the following ground :

- (a) Misconduct, including absence without leave.
- (b) Convicted for moral turpitude.
- (c) Declared insolvent.
- (d) Mentally or physically unfit to do the job.
- (e) Engaged in such activities which are harmful to the interest of the Club.

14. **Employment on Compassionate Grounds** : When any employee of the Club retires, dies during his/her service, or gets incapacitated, preference shall be given to his/her son/daughter while filling up vacancy so created. Preference will be for one person only for permanent/temporary category as follows:

- (a) Priority- 1 Son/Daughter
- (b) Priority -2 Spouse
- (c) Priority-3 Brother/Sister

15. These rules and regulation will be binding on the employee and will be reviewed from time to time and changes shall be made, if necessary.

Chapter III

DISCIPLINE

1. Members will sign the credit vouchers/chits before the eatables/drinks/other items are served/handed over to them as also payment can be done by members Smart Membership Card.

2. Club staff will be careful to ensure that the unauthorized persons do not enter the Club premises and make use of the Club facilities.

3. To bring discipline amongst dependents on the Club premises the following measures will be adhered to :

(a) **Bar** : A separate cold drink bar will function on all days. The entry of dependents to the main bar will be strictly prohibited. The Barman will refuse service to the dependents and other non-entitled persons from Main Bar and report their names to the secretary for action as per Club Rules.

(b) **Cards Room** : No dependents will be permitted to enter the Cards Room. They will be checked by the Cards Room Bearer/Supervisor/any other Club functionary and if the parents are present in the Cards Room they will be informed.

(c) **Tambola/Housie** : No children below the age specified in the Memorandum and Articles of Association of the Club will be permitted in the main lounge and the VIP lounge at the time the tambola is in progress. Members Will appreciate inconvenience caused to others due to the children roaming about unattended and disturbing senior members. Caution to be given to members as deemed appropriate..

(d) **Billiards** : Friends of dependents will not be permitted entry into billiards room, leave alone permitted to play.

(e) Dependents will carry their cards at all times when using the Club. The failure to produce the card on demand will amount to entry to be treated as unauthorised.

(f) The dependents will also be dressed up in accordance with the Club rules.

(g) **Checks by the Manager/Steward** : Club Manager/Steward shall carry out checks and if he finds any person other than member flouting above rules, he will ask the person (s) to

leave the Club premises immediately and about such Club member, the Secretary will be informed.

4. Car/Scooter/Motor Cycle parking places have been duly marked; Vehicles will be parked at specified places only. Defaulting members shall be proceeded against by the Discipline Sub Committee. Members are responsible to ensure that their dependents and guests also follow this rule failing which the member will be held responsible.

5. Whenever, a Director of Board of Directors, observes any Member of the Club or his Dependent or Guest behaving in an unbecoming manner, he shall inform the Club Secretary, who in turn shall write to the defaulting member to intimate the reasons of such misconduct and on the basis of his reply, the suitable disciplinary action shall be initiated.

6. Guest register shall be kept at the Reception wherein the members coming in with the guests shall enter particulars of guests as required. Failure to do the same shall attract double charges for the guests.

7. The Club shall remain open all days of the week. The Club shall be Functional as per the timings specified below:-

Name of Place	Timings		Remarks
	From	To	
(a) Club	12.00 Noon 6.30 PM	3.00 PM 11.00 PM	
(b) Bar & Catering	12.00 Noon 6.30 PM	3.00 PM 11.00 PM (Week Days) 12.00 PM (Week days and Saturdays)	
(c) Cards Room	3.30 PM 3.30 PM	11.00 PM (Normal Days) 12.00 PM (Saturday and night preceding Holidays)	
(d) Billiards Room	11.00 AM 6.00 PM	2.30 PM 10.00 PM	
(e) Squash Court	6.00 AM 3.30 PM	8.30 AM 7.00 PM	
(f) Badminton Court	6.00 AM 5.00 PM	8.30 AM 7.00 PM	
(g) Library	11.00 AM 5.00 PM	1.00 PM (Winters) 8.00 PM (Summers)	
(h) Lawn Tennis	6.00 AM 4.00 PM	8.30 AM 6.00 PM	
(j) Table Tennis	6.00 PM	10.00 PM	
(k) Office	9.30 AM	5.00 PM (with No Lunch Break)	
(l) Plunge Bath	7.00 AM 4.30 PM 6.00 PM	9 AM (Morning) 6 PM For ladies/children below 12 yrs only 7.30 PM for Adults/Couples	
(m) Dance Hall	11.00 AM	11.00 PM	
(n) Family Lounge	11.00 AM	11.00 PM	

8. Members shall ensure that neither they themselves nor their dependents/guest spoil/damage any Club property, i.e. curtains, furniture and glasses etc. They should also not take away the items like glasses etc beyond Club limits.

9. Any member losing his "membership card " shall lodge an FIR with the Civil Police and get the loss published in a local newspaper. After producing evidence to both these effects, he will be issued with a duplicate card on payment of Rs. 250.00 as fixed from time to time.

Chapter IV

GUIDE-LINES FOR INTAKE OF NEW MEMBERS

1. Screening Sub Committee shall recommend the candidates for membership based on the following guide-lines :

The total permanent members shall not exceed 2600. Fresh intake will be from within available allotted vacancies i.e. 1600 Defence Services officers, 300 Civil Class I Gazetted officers and 700 Civilians.

2. Member's dependents fulfilling requisite qualification, will get priority. In business community the preference will be given to proprietors of business which has chain of shops/establishment.

3. **Criteria :**

(a)	Age	-	Minimum 21 years
(b)	Education	-	Minimum Graduate
(c)	Income Group	-	Rs. 60,000/- pm
(d)	Stay at Bareilly	-	Minimum one year's stay
(e)	Citizenship	-	Should be Indian National.
(f)	Character/standing	-	Should not be convict/insolvent

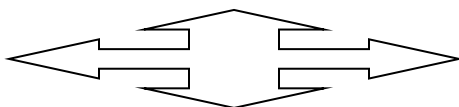
4. Following qualifications shall be of added advantage :

- (a) Member of any renowned Club/institution.
- (b) Outstanding achievement in sports/games or art etc.

5. Notwithstanding above, the Screening Sub committee may relax certain criteria and recommend any applicant's name, who is otherwise not considered suitable for Club membership, by giving justification for its recommendations and highlighting suitability factor.

RESIDENTIAL ACCOMMODATION

1. The Secretary will allot Club Staff quarters to permanent Employees on “First come first serve basis”. The Rent for Quarters will be 10% of total Salary of employee and Electricity/ Water Charges will be recovered on monthly basis. .
- 2 The Guests Rooms of Lake View House and Palm House as also Annexe A.C. Hut shall not be allotted for more than 7 days at a time. During off marriage season the duration may be increased in case not booked by members. The charges will be decided by Board of Directors from time to time.
3. The Rent for guest rooms will reckon from 12.00 Noon e.g check in will be after 12.00 Noon on a day and the check out will be at 10.00 AM the following day and the duration of stay will be worked out accordingly.
4. No person, unless he is a member of the Club, can be allotted guest rooms accommodation; Guest Rooms will primarily be allotted to ‘Permanent Members’ or persons holding membership of equivalent status to ‘Permanent Members’.
5. The Guest Rooms may also be allotted to permanent members of Affiliated Clubs.
6. Members of the affiliated Clubs shall pay the guest room charges in advance for the duration of their stay applied for.



ACCOUNTS/FINANCE

1. Whenever any party is organized by any member, a consolidated bill for 'Personal' 'Party Account' in favour of that member who orders for the party will be presented along with extract of bill separately under heads 'personal' and party account.
2. Monthly Accounts for the previous months will be placed before the Board of Directors during its monthly meeting for approval.
3. Quarterly Accounts will be Audited by Internal Chartered Accountant appointed by the Board of Directors and Annual Accounts will be Audited and Auditors report for AGM will be prepared by the Statutory Auditors appointed by the AGM.
4. Club Secretary shall levy 2% Interest per month for unpaid bills for previous month and interest will be computed from 1st of next month. The Club Secy will also ensure that bills for month ending are dispatched latest by 10th of next month and paid within 15 days.

PROPERTY

1. Breakages, if any, with regard to crockery/cutlery, glasses, cold drink/soda bottles and any other such items will be written off as per the directions passed by the Board of Directors during monthly meetings.
2. The monthly stock taking of all expendable stores/items held on charge shall be carried out by senior Club staff deputed for the task by the Secretary. Similarly, Annual stock taking of remaining stores/items shall be carried out every year by the Board of members detailed by the Chairman of the Club and same to be completed by 30 September every year.

N.B IV: This rule is required to be passed by the Board of Directors (only para 2)

SPORTS AND GAMES

1. Children are not permitted to play on billiard Table Number .1
-Para 18 MBOD dated 14 Oct 74
2. No free balls/shuttles shall be provided by the Club, viz, tennis/squash balls and shuttle cocks for badminton. The subscription for various games/sports shall be as follows, subject to revision from time to time :

	<u>Game</u>	<u>Members</u>	<u>Per Guest</u>
(a)	Tennis	Rs 400.00 per month	Rs. 800.00 per month
(b)	Squash	Rs.150.00 per month	Rs 1000.00 per month
(c)	Badminton	Rs.150.00 per month	Rs. 50.00 per day
(d)	Billiard		
	(i) Table No.1	Rs. 100.00 per hour	Rs.200.00 per hour
	(ii) Table No.2	Rs 100.00 per hour	Rs.200.00 per hour
(e)	Cards Room		
	(i) Single	Rs.200.00 per month	Rs. 200.00 per day
	(ii) Couple	Rs.300.00 per month	
(f)	Plunge Bath	Rs. 500.00 per month per family	(To be reviewed every year by Board of Directors)

CARDS ROOM RULES : RUMMY / BRIDGE

1. These rules have been framed on the lines of International rules for these games.
2. **Card room timing :** The card room timing shall be as follows :
 - (a) Normal days - 3.30 PM to 11.00 PM
 - (b) Saturdays and night - 3.30 PM to 12.00 Midnight
preceding closed holiday
2. **Charges for overtime play :** Any member wishing to play beyond the limits of timing as laid down above, whether or before, shall pay the overtime playing charges for himself and his guest as follows:
 - (a) First hour after Closing time - Rs 100.00 per head after laid down timings.
 - (b) Second hour -Rs. 200.00 per head after laid down timings.
 - (a) Third hour -Rs. 300.00 per head after laid down timings.
3. **Mandatory closing hours :** However, the card room shall be closed at above fixed 11.00 PM on week days and 12.00 pm on night preceding holidays, except for over time extended by maximum 3 hours after closing hour.
4. **Notice by the player closing his game :** A player may close his game on the table after giving minimum one hour's notice which is mandatory, Similarly, no player can join the game on the table if the playing time has been left of less than one hour as per the laid down timing.
5. **Cut for Seats :** Players intending to form a table to play shall cut for seats by drawing one card each from the pack of cards. Person drawing the highest card shall choose his seat and the remaining players shall sit strictly from as per the value of their cards drawn.
6. **Paploo :** Paploo is, ordinarily, compulsory and any one wishes to play without it has to form a separate table with like-minded players. The 'paploo' shall carry the value as follows:
 - (a) One 'paploo' - 20 Points
 - (b) Two 'pabloos' in same hand - 50 points
 - (c) Three 'pabloos' in same hand - 100 points
8. Player shall not depute any-one else to play in his/her place.
9. The dealer shall have the right of last shuffle.
10. The person drawing the lowest card shall deal the first hand and thereafter deals will rotate to his right i.e anti-clockwise. The player to the left of the dealer will draw out the joker, after completion of the deal, irrespective of the number of players and will not see his/her cards before drawing out the Joker. Joker will be cut beyond 10 cards at either end of the pack.
11. For taking out the Joker, the pack has to be lifted up. Unless two or more cards are exposed, the top most card drawn or the card exposed shall be deemed as the Joker. If however, even one card is exposed prior to cutting the Joker, the Joker will be taken out again. The exposed card/cards shall be placed at the bottom of the pack.

12. If 13/21 cards have been dealt and the Joker has been cut without exposing the top cards, the Joker will not be re-cut. If only 12/20 cards or less are dealt and the table card is opened, the deal will be completed and the Joker changed (if it has been cut) provided the game has not started. If however, the game has started, the hand will be redealt. For this purpose the game will be deemed to have started only, if the first player has either played or has packed his/her hand.

13. The new players joining the table will sit on the left of the dealer. A person may leave the table by giving notice of one complete round or by giving time-notice, of at least one hour. After giving notice if he/she still wants to continue/he /she will have to stay out for one complete round, and have to play at least three rounds more after rejoining the table. No player will be entitled to leave in the middle of the round unless he/she has lost one Half Pool (kitty).

14. The declarer will make central collection including the value cards from all players and then distribute the values in case this is decided and mutually accepted by the players at the time of the formation of the table; otherwise there will be individual collection by players on the table.

15. Guests :Members may bring guests to the Cards Room to play; subject to the following condition:

- (a) Such guests will be persons who are eligible to become members of the Club.
- (b) Names and other particulars of such guests will be written by host member both in the Guest Register kept at the Reception Counter of Club and the Cards Room Register before the guest starts playing. Outstation guests can use the Club twice in a month only.
- (c) No member will leave the Club premises after leaving his/her guest behind as no guest will be allowed to stay in the Cards Room and make a request to other members to sign for him/her as a guest.
- (d) The guest fee charges for a guest in the Cards Room shall be Rs. 100/- per day per person. No local guest is allowed in Cards Room.

16. The only cards games that can be played in the Cards Room are Rummy and Bridge.

17. 21 Cards game can be played with 3 packs only, irrespective of number of players but subject to maximum of FIVE players.

18. Bridge will be played in accordance with the Rules embodied in the book entitled "Goren Bridge Complete".

19. Rummy will be played only with the counters provided by the Club. Cash kitty is allowed to be pooled and first highest card holder will be kitty member- incharge and Chairman as well.

20. No private arrangement or special undertaking shall be permitted between the players. Any member objecting to it he/she shall have to play on a separate table, if available, or else stay out till such time the new table is formed.

21. Players shall have the right to shuffle the pack before the deal. The dealer shall shuffle the pack last.

22. For Rummy of 21 cards maximum number of deals in a round will be depending on the number of persons playing. A round will consist of the following :

- (a) Two players will deal four times each.
- (b) Three players will deal two times each.
- (c) Four players will deal twice each
- (d) Five players will deal once each.

23. Maximum number of players at the table shall be five, However, if there are six player, they will play on the basis of one out system, if all the players on the table agree to this. However, if it is decided to from another table, the same may be formed but not before the cut having two deals or else less than two deals for cut. Players joining later will be the first to assist in forming the second table. Three persons form a table when there is division in players.
24. A hand with wrong number of cards dealt cannot be declared The said player will continue to play the game and pay his count when some one declares. In case he declares such hand penalty shall be of mid surrender or maximum points in his hand. Whichever is more, and other players shall continue playing.
25. If a person picks up a wrong hand and sees the cards his/her hand will be considered as original surrender. If more than 50 % players pick up wrong hands it would be redealt.
26. When the game starts and a player picks up a card out of turn from the pack, his hand also will be considered as original surrender as per clause 25. However, when the game is in continuation and player picks-up a card out of turn from the pack, he will stand to lose 3 picks and will discard his 22nd card on the forth pick or he can throw his hand only on second pick in second surrender- as Middle –surrender.
27. No player can take back a card once discarded. This also applies to the card discarded when declaring but subject to his right to rearrange the cards to show the hand, declared or not, with 13/21 cards.
28. When declaring a hand 14th/22nd card must be thrown face down-wards first before exposing the cards. If however, a player discards a cards facing upwards and has declared rummy, such player shall not be allowed to declare until his turn comes next.
29. In every declared hand all the 13/21 cards should be properly arranged in separate parts so as to enable the players to check declaration.
30. In the event of a wrong declaration – the 22nd card of such declarer will be put face upwards and the game will proceed in normal way. If in the meantime any player has seen or turned a card or cards from the pack such player will be out of game and he will be subjected to pay his actual hand and the cards so exposed will go under the pack. If other player lay more than 3 cards on table, their actual points shall be counted to pay. This rule will not be applicable if only two persons are playing. The wrong declaration will be mid- pack points, or else, maximum points in his hand, whichever is more.
31. A wrong declaration can be checked and pointed out only before the cards are mixed.
32. Payment of Paploo and other damages will be made even in the case of dead hand and wrong declarations.
33. A rummy having been declared, players shall count their points turn by turn starting from the player on the right of the declarer and cards will be so exposed that they are visible to the declarer and other players. There will be no overlapping of cards.
34. Maximum number of points to be paid is 100 for 13 cards, Actual number of points for 21 cards out of which five points will be free.
35. If some one has short counted his hand, such an person shall pay his counts and in addition a penalty of 100 points. The case of a regular offender will be referred to the Cards Committee/ Secretary/Board of Directors for disciplinary action under Club's discipline rules and decision of the Board of Directors shall be final and binding upon the member.
36. Players are not supposed to see any card of the pack at the time of cutting or taking out the Joker.

37. Top card of unplayed pack shall not be seen by a player intending to pack. Any shortage or excess of counters will be shared by all those playing at the table equally; irrespective of winnings or losses when such a thing is discovered. Players leaving the table before such discovery will have nothing to do with it. Counters will always be kept on the table and kitty will be preferably cash paid. The highest card player will be chairman of the table for kitty cash and for any dispute on the table when there is difference of opinion. He will have double vote so that very table. No outsider shall be permitted to intervene.

38. Accidentally exposed cards in Rummy will be kept under the pack in both cases, i.e 13 or 21 cards play.

39. While dealing, if more than 2 cards of a player are exposed the hand shall be redealt.

40. Players touching a card from the pack will be considered as a card having been picked.

41. If a player, on his turn in the beginning, does not pick up damaged card and surrenders, the next player won't get the value of damaged card (value card left by the first player).

42. No advice assistance or indication about the nature of hand will be given by any body playing or watching at a table. If a player makes a statement which is likely to mislead others in the opinion of majority at a table, such a player shall not be permitted to declare before his next turn. He shall be made to miss a turn.

43. A hand, once dealt, will be played irrespective of the discovery during the play that some cards having fallen down or lying on the table had not been mixed in the pack before the deal. All such cards will be placed under the pack.

44. If it is discovered at any stage of the game that the pack is wrong, the deal shall be null and void and the pack will be changed. This will apply equally- even after declaration if such thing is discovered but it will be confined to that hand only.

45. If a hand is dealt by wrong person and objection is raised to such a deal by a player at the table before taking out Joker, will be redealt by the person whose turn it was to deal. If play has started i.e a player has packed or picked a card (even the exposed card) the hand will be played and next hand will be dealt by the player on the right of the person who has wrongly dealt. The round will have one deal less.

46. If a Joker is exposed by a wrong person or before deal is completed, it will be mixed and the right person will open the Joker provided objection is taken by a player at the table before commencement of play. If play has started, as explained above the hand shall be played with the Joker already exposed.

47. If a player is not at the table when a deal is completed his/her hand shall be mixed before the Joker is opened.

48. Any variation in stake with mutual agreement shall not cause inconvenience to the members wishing to play at the Club's prescribed stake. The Club stake shall be Rs 1/ per point. No person is allowed to play high stake in Club and high stake would imply more than 100 % variation than Club stake as laid down.

49. Irregularities have to be pointed out by a person participating in the game on the same table and not by any outsider or a member playing on some other table.

50. In case any player indicates for division, he/she shall speak position of the hand before giving such a call. If such player gives wrong call, he/she shall not be allowed in division. In case of wrong call regarding hand then player has to miss one turn for declaring the game.

51. Any other issue arising during the play will be decided by majority opinion at the table. In the event of its remaining unsettled, reference will be made to the cards sub-committee/ Secretary/Board of Directors whose decision shall be binding and final.

52. In the event, it is found that 20/22 Cards (or less or more cards) are with all, then the game played or declared shall be considered as void.
53. Cards once dealt and Joker taken out shall in no case be redealt, even if :-
- (a) Found that Joker or Cards are taken out/dealt by mistake However, such Joker shall be replaced with other card from the pack.
 - (b) If irregularity is found in respect of number of cards dealt to not more than 50% of players, in case of players having 20/22 cards only (not less or more), and before entering the game if this is pointed out, then dealer shall give 1 card in case of player having 20 cards and pull one card in case player having 22 cards. This rule will not apply when there are two players on the table. Wrong cards with one player will need correction and not a redeal; and
 - (c) If it is found that some cards have not been inadvertently mixed in the pack, and/ or found lying down, all such cards shall go at the bottom of the pack as and when pointed out.

Notice

54. A player joining table shall play minimum 2 complete rounds before giving last round notice. However, a player can give time notice before joining the table, but not of less than one hour, and in such event he/she shall have to leave table at exact time.
55. A player cannot join table of last round notice, if other players object. A player insist on joining last round table with one out.
56. If a player wants to play half the stake, other cannot insist on joining with one out.
57. Decision taken, as per the rules given, in respect of all disputes shall be final and binding on all players.
58. Player should show damages before packing by keeping all the cards open on the table. Any damage not shown on packing cannot be claimed afterwards.
59. No player is supposed to shout and disturb peace and cordial atmosphere in cards room under any count. No whistling or any such tune is permitted in Cards Room.
60. A Joker/ Titloo/ Paploo, if thrown by a player, can be picked up and used as an ordinary card in a pure sequence only. In case of Paploo/ Titloo so picked up by player, no premium will be paid to him/ her. The player shall have to first show the use of such card being taken to make pure sequence in his hand before throwing the card out of his/her hand.
61. No advice, assistance or indication about the nature of hand will be given by any body watching or playing on the table. No player is expected to mislead the players on the table by any call before or after the start of the games – such as ‘Joker change ‘ Divide’ Redeal etc, if objection by any player on the table. Good spirit should prevail in game when playing.
62. No player shall make any remarks or comments regarding his/her game/hand which are likely to mislead other players. If after two requests from other players to desist from making any uncalled for comments/remarks, a player persists in making such comments/Surrender, he will not be permitted to continue his play thereafter and the matter will be referred to cards sub committee/ Secretary/ Board Of Directors for decision which will be final.

63. A pool will be taken from another player only after cash payment has been made to the player concerned.

64. The rules framed shall be binding on all players. In case a person does not agree to observe any of rules, he/she shall be dealt out.

65. Players, who have packed, will not disturb the playing members by playing any side game with the packed cards. When some players have packed, the remaining players may agree to end the game and equally share the payment made by the non-playing players.

66. Once a player gives a call for Joker change, he/she shall have to play that hand and can only mid-pack if so desired.

67. In case, any situation comes up not covered by these rules, the matter will be referred to the Cards Sub Committee/Secretary/Board of Directors Member (if present) and his/their ruling shall be final. In the absence of these members of the Executive Committee, the decision shall be arrived at by majority of players on the table which shall be binding.

Plunge Bath

68. The Plunge Bath will normally remain open from 01 April to 30 September or dates nearest to these as may be notified.

Dressing Rooms

69. Members and dependents using the Pool will enter the dressing room for changing clothing and will invariably use the shower bath before entering the pool. Identity card will be shown and deposited at the entry point.

Caps

70. All ladies and gentlemen and children are compulsory required to wear swimming caps while using the plunge bath.

Safety of articles

71. The Club accepts no responsibility for the safety of articles and clothes of members left in the Dressing Room. The responsibility of safe custody of articles left with the Club staff on duty is entirely that of the owner; though all precautions will be taken by the institute staff for the safety of members property.

72. Dependents will only be permitted the use of the Plunge bath on production of their identity cards which can be had from the Club Office during working hours.

Do's and Dont's

73. Some of the important DO'S and DON'T'S are listed below for strict compliance by the Swimmers and persons concerned in letter and spirit.

(a) **DO'S**

- (i) All swimmers are to sign their time of entry / exit in the appropriate registers kept with attendants.
- (ii) Personnel with long hairs must put on swimming caps properly while swimming.
- (iii) Use the Plunge bath articles such as caps, tubes and floats with utmost care.

- (iv) All those not knowing swimming will invariably wear red caps. They will inform the life Guard before entering the pool and remain within the specified restricted area as instructed by the life guard.
- (v) All spectators should remain outside the white safety line around the Plunge bath.

(b) **DONT'S**

- (i) DO not come to swim if suffering from any skin infection or injury such as boils, cuts/bruises, nasal/ear discharge or have any problem such as conjunctivitis, stomach disorder, vomiting and headache, etc.
- (ii) Dependents under six years of age and those not knowing swimming will NOT repeat NOT be permitted to enter the Plunge bath unless they are accompanied by their parents.
- (iii) Do not send your dependents to the Plunge bath, un-accompanied.
- (iv) Do not bring any guest, servant/helper and pets to the pool.
- (v) Do not insist on being allowed to swim when it is not your day/time.
- (vi) Do not play games in pool, that obstruct other swimmers.
- (vii) Do not dive from shallow end, always straddle, jump or take a plunge.
- (viii) Do not attempt to dive before becoming a good swimmer.
- (ix) Do not dive carelessly as this may lead to an accident.
- (x) Do not allow children to play near the pool sides.
- (xi) Do not panic in water but shout for help whenever in trouble.
- (xii) Never attempt to rescue another person unless you are experienced/qualified to do so.

Tennis

74. The members and dependents will bring their own Tennis Rackets and Balls.

(a) A Tennis Marker will be available. As and when his services are utilized, a credit voucher will be signed for Rs 10/- per set or paid in cash and entry made in the register for the purpose.

75. Rules of the game shall be as per rules of A.I.L.T.A.

Squash

76. Members/dependent will bring their own squash Racket and balls. Only Squash racket Shoes are permitted.

Reservation of Squash Courts and tennis Courts

77. The reservation charges per court for organized tournaments and matches will be levied as under subject to the approval of the Secretary :-

(a)	Members	-	Rs 50/- per day
(b)	Service Sports Organisation	-	Rs 100/- per day plus ED pay of marker & Tennis boy .

Table Tennis

78. Table Tennis bats will be provided by the Institute. Members/dependents will bring their own table tennis balls.

79. The table can be reserved for a period of 20 minutes in an hour. There will be no booking fee. However, in case the table once booked is not played upon, Rs 50/- per person will be charged unless booking is cancelled well in time.

Billiards

80. Each billiard game of half an hour duration will be charged Rs 50/- per half and hour or part thereof irrespective of the type of game or number of players.

81. If other members are waiting to play, the time limit for a game of 100 up will be restricted to 30 minutes and for 50 up to 20 minutes.

82. When the table is already occupied, members desirous of playing shall enter their names on the board provided for the purpose and must be present on completion of the previous game or else forfeit their turn.

83. In case a player plays in a manner which is likely to cause damage to the table, the marker is empowered to stop the game and not permit that person, to play any further.

84. In case of any damage caused to the table or its cloth either by a member or his dependent or his guest, the member will be responsible to make good the loss . If the damage so caused is a major one, the member will be charged such further amounts as the management may decide.

BADMINTON

85. The Members / Dependents will bring their own Racket and shuttle Cocks.

86.

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BAR

1. The quality of liquor served in the Club should be periodically checked/inspected by the Bar sub committee to ensure that the standard of same is no way diluted.

2. Bar facility will not be extended, in any case, to any person other than a member and his guest. In the latter case, the guest charges, fixed from time to time, will be levied for each time (not day) the guest accompanies the member. Persons who enter the Club premises with permission to use some specifics authorized by the Club will not be allowed to use the Bar facility unless they fall in either of the aforesaid category, i.e member or member's guest.

3. No member shall be permitted to bring his own liquor in the Bar may it be of any Brand However, a member may use his personal liquor by paying "Corkage" to Club as fixed from time to time by the Board of Directors. The bottles shall be handed over to the Steward who shall organize liquor to be served by the Club staff.

MISCELLANEOUS

1. The books containing memorandum and Articles of Association and Bye-Laws will be presented to each member on election as Interim/Permanent Member on payment at the rate to be fixed by the Board of Directors from time to time.
2. A legal adviser may be appointed for the Club on suitable remunerations fixed from time to time by the Board of Directors.
3. All the prospective candidates will be invited to meet the members of Board of Directors on the date of Committee Meeting regardless of the decision of Screening sub committee.
4. Interim members shall meet minimum 70% of the members of Board of Directors and indicate the occasions, they met them, to the Club Secretary who will put up these details to the Board of Directors for considering their request for permanent membership.
5. The important happenings in the Club, or the important matters on which the Club has entered into correspondence with outside agencies or the members, will be brought to the notice of Board of Directors during their following monthly meeting by the Club Secretary.
6. Service charges will be levied when any group of persons/ a party arranges their own messing/cooking etc at the rates fixed by the Board of Directors from time to time.
7. Some out sourced Caterer may be appointed to provide the service of food and snacks to members on daily/ weekly basis. It would be most appropriate that the Club takes on the catering, layout and lighting of big function like marriages and receptions .
8. On the Club days, i.e evenings of Wednesdays and Saturdays and during day time on Sundays, as also any other day on which a Club function is to be arranged, the main lawn (in Front of Club Building) and Halls will not be let-out.
9. The lawn/marriage complex/Sports Complex shall not be given on hire etc for religious functions or political gatherings etc.
10. Steward and Cashier are authorized to handle cash to the limit to be fixed by the Board of Directors.
11. All types of members shall be provided with identity Smart cards on payment. Each Card shall have Number & photograph of the member affixed on it for identification purpose.

12. The Club Secretary is empowered to grant “Absentee Membership” in conformity with Articles of Association and he may not put up the same to the Board of Directors.

13. The cost of application form for membership will Rs. 1000.00 plus taxes subject to revision from time to time wef 01 July 2019.

14. Drinks and snacks may be served towards the end of the Board of Directors Meeting, to the members attending, and the expenditure, not exceeding the laid down limit, may be debited to the Club accounts. The members shall maintain the Decorum of the meeting.

15. Members are entitled for credit limit of Rs. 20,000/=. There will be no credit for personal parties.

16. The club secretary is authorized to let out/ lease/ hire any vacant space/area/building or any part of the land, building of the club to generate revenue in favour of Bareilly club on terms and condition as may be approved by the Board of Directors.

17. The perquisites of Secretary shall be as follows :
 - (a) Exemption from payment of monthly subscription of the Club.
 - (b) No profit on liquor and Messing shall be charged to him in his Club bills.
 - (c) Free purchases of eats & drinks from the Club upto an amount of Rs. 1100/- every month to meet the obligatory expenses in the interest of efficient management of the Club affairs.
 - (d) Conveyance allowance as approved by Board of Directors.

ESTABLISHMENT

1. The establishment of the Club shall be maintained as approved by the Board of Directors from time to time based on the recommendation of the Secretary which shall be reviewed periodically.

2. The following establishment is authorized to the Club on permanent basis.

(a)	Manager	-	1
(b)	Steward	-	1 (To hold Club property on his charge and manage the Catering & Bar and other matters of the Club).
(c)	Head Clerk	-	1 (To manage the office and Documents).
(d)	Clerks	-	4 (To perform clerical job as assigned by the Head Clerk/ Secretary
(e)	Cashier	-	1
(f)	Barman	-	2 (To manage the Bar)
(g)	Asst Store Keeper	-	1 (To assist the steward in holding the stores).
(h)	Catering Supervisor	-	1
(j)	Security Supervisor	-	1 (Responsible for the Security of the Club).
(k)	Waiters	-	15
(l)	Peons	-	2
(m)	Cook	-	5
(n)	Billiard Marker	-	1
(o)	Tennis Marker	-	1
(p)	Chowkidar	-	4
(q)	Gardeners	-	3
(r)	Gardener-Cum-Mason	-	2
(s)	Safaiwala	-	5
(t)	Carpenter	-	1
(u)	Masalchi	-	2
(v)	Receptionist	-	1
(w)	Washerman	-	1
(x)	Electrician	-	1
(y)	House Keeper	-	1
(z)	Labours	-	4

Total

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62
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