



# SHIMLA AMATEUR DRAMATIC CLUB

(Regd under HP Societies Registration Act 2006)

Gaiety Theatre Complex,  
The Mall Road, Shimla (HP)

EST 1837



# **MEMORANDUM/ ARTICLES OF ASSOCIATION** **AND** **BYE-LAWS**

(REVISED EDITION: JULY 2022)



**SHIMLA AMATEUR DRAMATIC CLUB, THE GAIETY THEATRE,**

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**Gaiety Theatre Building**



**Multipurpose Hall (Gaiety Theatre)**



**The Gaiety Theatre**



**Entrance to Shimla ADC**





Reception



Library



Green Room

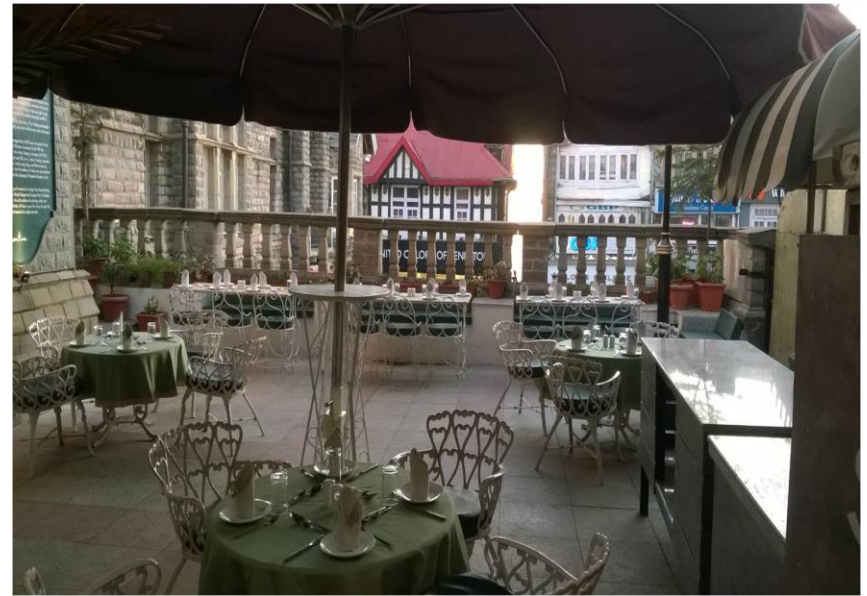




Royal Orchid Bar



Card Room



South Court



**Dining Hall**

## **HISTORY : THE SHIMLA AMATEUR DRAMATIC CLUB**

The history of Amateur Theatre at Shimla began with the coming of European invalids and the town's growth as the 'Summer Capital' of British India. As theatre evolved in town, it served not only as an elegant pastime but also became a social necessity of sorts – and often enough, participation was treated as a significant career move.

The first recorded amateur dramatic performance was on 09 June 1838. Emily Eden, sister of the Governor-General, Lord Auckland wrote, "We went to the play last night. There is a sort of little theatre at Simla, small and hot, and somewhat dirty, but it does very well." These performances were held at the old Royal Hotel (later, Lawrie's Hotel) that stood at the site of the present Ladies' Park.

As a body, the Amateur Dramatic Club (ADC) was formally housed in the Gaiety Theatre in 1887 and registered as a joint-stock company. The first performance was of the aptly play, 'Time Will Tell'. The Club steadily developed as an institution that promoted theatre and as a place of socialising for British military and civil officers and a select number of Indians and other Europeans. Soon after the Independence of India, the ADC went into a partial decline and there was a possibility of this historic club closing down. At the time, the re-organised Western Command of the Indian Army was stationed in Shimla and some members of the ADC approached the Command to step in; subsequently, the Club came under the Western Command's aegis and the roll of membership comprised of officers from the armed forces as well as civilians. The ADC then came under the charge of the Punjab, Haryana and Himachal Pradesh Area Head Quarters which arrived in Shimla after the Western Command moved to Chandimandir in 1985. When the Army Training Command (ARTRAC) shifted to Shimla from Mhow in 1993, the ADC came under its wing.



The original objectives of the Club were to protect the rights of playwrights, to let out plays to other societies as well as produce plays locally. Plays were often purchased in England and at times, authors sent these directly to the Club. Most of those staged were drawing-room comedies along with the occasional musical. Boxes were normally let out for the 'season' and the Club committee tried to assure at least six plays a year. Several Indian theatre groups also used the hall and stage. In the pre-Independence years, the Club's patron was the Viceroy and its list of members read like a who's who of British-Indian society. In the post-Independence years, various Presidents of India have been Patrons and several Governors of Himachal Pradesh have been the Vice-Patrons.

Those who have acted on the Gaiety's stage include the celebrated writer, Rudyard Kipling, the founder of the Boy Scout Movement, R Baden-Powell, the renowned artist, Amrita Shergill and actors, the Kendalls. The great singer, KL Saigal is regarded to have given his first public performance here. Several well known names have been connected with the Gaiety Theatre and include Bisham Sahni, Prithviraj Kapoor, Vera Sundarsingh, Amrita Shergill, Ramesh and Sudarshan Gaur, Manohar Singh and Anupam Kher.

The immense building which, among other premises, housed the ADC was the old Town Hall that was completed on 30 May 1887. It then had a basement and four floors above ground level. Gothic in style, the structure completely dominated Shimla's skyline and southern slopes. Major defects in the building were noticed soon after its completion. For safety, in 1911, the upper portions of the building were dismantled. Subsequently, some minor additions were made to the remains of this once huge edifice. Towards the end of the last millennium, an extensive restoration in the 'Gothic revival' style sought to restore the structure's former glory and modify the usage of its spaces.

As a result of this, on 23 December 2006, the premises of the ADC relocated to the current position within the precinct.

Today, the GOC-in-C, ARTRAC is the Club's President and the ADC is one of North India's most prestigious clubs; its membership has armed and civil officers as well as other leading citizens. Apart from numerous other activities, following a long tradition, the Club continues to promote amateur theatre.

**(Compiled by Shri CH Bhasin)**



## **PRESIDENTS : SHIMLA AMATEUR DRAMATIC CLUB**

Rank and Name	From	To
Lt Gen SM Shrinagesh	26 Jan 1950	14 Jan 1953
Lt Gen KS Thimaya, DSO	15 Jan 1953	31 Aug 1953
Lt Gen Kulwant Singh	15 Mar 1955	14 May 1959
Lt Gen PN Thapar	25 Sep 1959	07 May 1962
Lt Gen Daulat Singh	15 May 1961	22 Nov 1963
Lt Gen SHFJ Manekshaw, MC	09 Dec 1963	15 Nov 1964
Lt Gen Harbakhsh Singh, VRC	10 Nov 1964	26 Sep 1969
Lt Gen KP Candeth, PVSM	27 Dec 1969	21 Oct 1972
Lt Gen ML Thapan	13 Dec 1972	26 Oct 1973
Lt Gen TN Raina, MVC	07 Dec 1973	31 May 1975
Lt Gen IS Gill, PVSM, MC	25 Jun 1975	31 May 1979
Lt Gen KV Krishnarao, PVSM	30 Jun 1979	31 May 1981
Lt Gen SK Sinha, PVSM	01 Jun 1981	31 Dec 1982
Lt Gen RS Dayal, PVSM, MVC	23 Mar 1984	17 Mar 1985
Lt Gen PN Hoon, PVSM, AVSM, SM	28 Jan 1986	31 Oct 1987
Lt Gen VK Nayar, PVSM, SM, ADC	01 Nov 1987	31 Nov 1989
Lt Gen SF Rodrigus, PVSM, VSM, ADC	01 Nov 1989	30 Jun 1990
Lt Gen GS Grewal, PVSM	01 Jul 1990	31 Jul 1992
Lt Gen BC Joshi, PVSM, AVSM	14 Aug 1992	16 Aug 1993
Lt Gen RK Gulati	17 Aug 1993	23 Dec 1993
Lt Gen S Roy Chowdhury, PVSM, ADC	24 Dec 1993	26 Nov 1994
Lt SK Sharma, PVSM, AVSM, ADC	01 Apr 1995	30 Jun 1997
Lt Gen Vijay Oberoi, PVSM, AVSM, ADC	01 Jul 1997	14 Oct 1999
Lt Gen HB Kala, PVSM, AVSM, SC	15 Oct 1999	31 Mar 2001

<b>Rank and Name</b>	<b>From</b>	<b>To</b>
Lt Gen SS Mehta , PVSM, AVSM**, VSM	01 Apr 2001	31 Mar 2002
Lt Gen S Choudhry, AVSM, VSM	11 Apr 2002	31 Dec 2002
Lt Gen JJ Singh, PVSM, AVSM, VSM	01 Jan 2003	31 Jan 2004
Lt Gen K Nagaraj, PVSM, UYSM	03 Feb 2004	24 Apr 2005
Lt Gen Deepak Kapoor, SM, VSM	25 Apr 2005	30 Sep 2005
Lt Gen KS Jamwal, AVSM, VSM**	01 Oct 2005	31 Dec 2006
Lt Gen ML Naidu, AVSM, YSM	01 Jan 2007	30 Sep 2007
Lt Gen JK Mohanthy, UYSM, SM, VSM	01 Jan 2007	31 Mar 2008
Lt Gen BS Jaswal, AVSM, VSM	01 Jan 2009	30 Sep 2009
Lt Gen AS Lamba, AVSM	01 Oct 2009	30 Nov 2010
Lt Gen K Surendra Nath, PVSM, AVSM, VSM,	01 Dec 2010	31 May 2013
Lt Gen Sanjeev Madhok, PVSM, AVSM, VSM	01 Jun 2013	31 Jul 2015
Lt Gen PM Hariz, AVSM, SM, VSM	01 Aug 2015	31 Aug 2016
Lt Gen DR Soni, VSM	17 Sep 2016	30 Sep 2017
Lt Gen MM Naravane, AVSM, SM, VSM	01 Dec 2017	30 Sep 2018
Lt Gen PC Thimmaya, PVSM, VSM	01 Nov 2018	30 Apr 2020
Lt Gen Raj Shukla, PVSM, YSM, SM, ADC	01 May 2020	31 Mar 2022
Lt Gen SS Mahal, PVSM, VSM	01 Apr 2022	Till date



## **EXECUTIVE PRESIDENT: SHIMLA AMATEUR DRAMATIC CLUB**

Rank and Name	From	To
Maj Gen RN Chibber, VSM	19 May 1985	03 Mar 1986
Maj Gen KS Kohli	01 May 1986	31 Jan 1989
Maj Gen RK SURI, VrC	27 Feb 1989	31 Dec 1991
Maj Gen HK Bajaj	01 Jan 1992	16 Nov 1993
Maj Gen Surpat Singh	17 Nov 1993	29 Nov 1994
Maj Gen S Vohra	29 Nov 1994	09 Jul 1996
Maj Gen M Bhatia	10 Jul 1996	16 Sep 1996
Maj Gen S Pitre	17 Sep 1996	15 Apr 1998
Maj Gen Jitendra Singh	16 Apr 1998	30 Sep 2000
Maj Gen SK Awasthy, AVSM	11 Oct 2000	23 Jul 2001
Maj Gen CS Chima	24 Jul 2001	15 Oct 2001
Lt Gen BS Thakur, AVSM	16 Oct 2001	12 Jan 2002
Lt Gen Kapil Vij, AVSM	14 Mar 2002	24 Feb 2003
Lt Gen RK Raichand, AVSM	25 Feb 2003	03 Aug 2004
Lt Gen HS Lidder, UYSM, YSM, VSM	20 Sep 2004	17 Mar 2005
Lt Gen KS Jamwal, AVSM, VSM**	24 May 2005	30 Sep 2005
Lt Gen Mohan Pande, VSM	01 Oct 2005	22 Jun 2006
Maj Gen RS Gill	23 Jun 2006	31 Mar 2007
Maj Gen GG Dwiwedi, SM, AVSM**	01 Apr 2007	30 Jun 2007
Lt Gen HS Sehgal, AVSM	01 Jul 2007	30 Apr 2009

<b>Rank and Name</b>	<b>From</b>	<b>To</b>
Lt Gen Rajesh Kochhar, AVSM, SM, VSM	09 Jun 2010	31 Aug 2012
Lt Gen TS Gill, AVSM, SM, VSM	01 Sep 2012	31 Dec 2012
Lt Gen BS Sacher, AVSM, SM, VSM**	31 Dec 2012	28 Feb 2015
Lt Gen Raman Dhawan, VSM***	09 Apr 2015	26 Feb 2017
Lt Gen AS Kler, VSM	29 Jun 2017	31 Dec 2017
Lt Gen R Sirohi, AVSM, VSM	18 Mar 2018	04 Jan 2019
Lt Gen GS Sangha, AVSM, SM, VSM	09 Jan 2019	30 Sep 2019
Lt Gen Atulya Solankey, SM	01 Oct 2019	27 Jun 2020
Maj Gen Sanjeev Sharma	28 Jun 2020	17 Dec 2020
Lt Gen JS Sandhu, AVSM	18 Dec 2020	Till date



## **MEMORANDUM OF ASSOCIATION**

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# **THE SHIMLA AMATEUR DRAMATIC CLUB**

## **MEMORANDUM OF ASSOCIATION - 1986 (As amended in 2022)**

### **General**

1. The name of the Society is “**THE SHIMLA AMATEUR DRAMATIC CLUB**”, which was originally registered on 05 June 1913 under the Societies Registration Act 1860 (Act XXI of 1860). The registration shall continue to be in force under any other law, enacted hereafter to govern the Registration of Societies hereafter.
2. The registered office of the Society is located at The Gaiety Theatre Complex, The Mall Road, Shimla - 171001, Himachal Pradesh.
3. The objects for which the society has been established are as under:
  - (a) To promote art, culture and encourage dramatics.
  - (b) To provide dramatic representation and other entertainment as a means of instruction and amusement.
  - (c) The formation of and maintenance of dramatic library.
  - (d) From time to time, utilize any surplus funds, that may be available after meeting all necessary expenses and after maintaining a provision of a reserve of funds and properties to meet any contingencies that may arise in future and to assist any charities and towards welfare of civil population & troops which the governing body may consider deserving of such assistance.
  - (e) The acquisition by taking on lease or by purchase or otherwise of buildings and other properties movable or immovable, and the letting, resale, surrender or other disposal of any such property.

(f) To invest in and to deal with the money of the Club, not immediately required, in such securities and in such manner as may from time to time be determined by the Governing Body /Executive Committee.

(g) To borrow or raise money by the issue of debentures or otherwise or by the mortgage or charge of all or any part of the property of the Club.

(h) The doing of all such other things as are incidental or conducive to the attainment of all or any of the above objects.

(j) To organise at least 03 (three) plays in one year for which purpose Gaiety Theatre Hall or the Multipurpose Hall shall be made available free of cost by the Gaiety Theatre, The Mall, Shimla, through the Director Language Art & Culture Department, Himachal Pradesh, as per the terms of the lease deed executed by the Club with the aforementioned Directorate. For this, the above mentioned halls/theatre will be made available for a minimum period of one week during the scheduled time of play. In addition to the above, the rehearsal rooms (made for the purpose), shall be made available for one month prior to the staging of each play and for actual dates of performance.

(k) To engage in activities for entertainment and fellowship of the members.

4. **Interpretation.** In these rules, unless repugnant to the context or otherwise so required, the words or expressions contained in this Memorandum of Association (MoA) shall have and shall bear the same meaning as assigned in the Act, or any statutory modification thereof in force and shall be binding on the Society: -

(a) **“The Act”** means the Societies Registration Act 1860(Act XXI of 1860) or any other law, enacted hereafter to govern the Registration of Societies hereafter.

(b) **“The Club”** means “The Shimla Amateur Dramatic Club”.



- (c) **The “General Body”** means the Permanent members of the Club present and voting at the Annual General Meeting or any Extraordinary General Body Meeting of the Club.
- (d) **“The Seal”** means the Common Seal of the Club.
- (e) **“The Governing Body”** also known as and referred to as the Executive Committee (EC), comprising permanent members of the Club, duly elected, for the management of the Club, by the General Body, in accordance with these Rules and Regulations.
- (f) **“Permanent Member”** means a person who has been elected to become a permanent member of the Club in Category ‘A’ to ‘D’ as described hereinafter.

### **Patron**

5. The President of India shall be invited to become the Patron of the Club. The Executive Committee may, from time to time, invite the Governor of Himachal Pradesh to become the Vice Patron of the Club.

### **Membership and Classification of Members**

- 6. (a) The total number of members of all types & categories and classifications shall be decided by the Executive Committee, with approval of the General Body at an Annual or Extraordinary General Body Meeting (hereinafter referred to as the AGM) from time to time.
- (b) Members shall be of the following categories:-
  - (i) Permanent Members.
  - (ii) Outstation Members.
  - (iii) Senior Citizen Members.
  - (iv) Octogenarian Members.

- (v) Honorary Members.
- (vi) Ex-Officio Members.
- (vii) Tenure Members.
- (viii) Temporary Members.
- (ix) Green Card Holders.
- (x) NRI Members.

### **Permanent Members**

7. Gentlemen and Ladies who have attained the age of 21 yrs and are duly elected in accordance with rules. A candidate for election as a permanent member of the club shall be 'Proposed' by one' and 'Seconded' by three other permanent members of the club. Members of the Executive Committee shall not 'Propose, or 'Second' a candidate. Permanent membership will be granted under the following categories in the proportion mentioned against each:-

(aa)	Cat 'A'	-	Serving Army Officers	(45%)
(ab)	Cat 'B'	-	Serving Central/State/PSU Officers	(15%)
(ac)	Cat 'C'	-	Retired Defence/ Central/State/PSU Officers	(20%)
(ad)	Cat 'D'	-	All Walks of Life	(20%)

8. **Application Form.** An individual desirous to become a Permanent Member of the Club in all four Categories (A,B,C&D) will obtain an Application Form from the Club after paying an amount of Rs 11,800/- (including Rs 1,800 GST, as effective currently and subject to any changes instituted by the Government from time to time). He/ She will submit his/ her application duly filled along with the indicated documents as per prescribed format. The following security money is required to be paid along with the application form:-

- (a) Cat A – Rs 50,000/- (with the exception of Group Members)
- (b) Cat B – Rs 50,000/-
- (c) Cat C – Rs 50,000/-
- (d) Cat D – Rs 1,00,000/-

**Note.** Group Members shall deposit security money of Rs 3,000/- or as may be determined from time to time by the EC, provided, however that the amount of security money, application money and subscription shall vary from time to time in accordance with the decision of the EC.

9. All serving officers who are the members of the Officers Messes of HQ ARTRAC, HQ Western Command, HQ 2 Corps, HQ PH & HP (I) Sub Area, NCC, BRO Shimla, MH, CWEs, Project Deepak (GREF) and members of any other service officers units or messes that may be established at Shimla or in and around Shimla, will be permanent members without the requirement of an election. The respective Messes shall pay the subscription on lump sum basis, as decided by the Executive Committee.

10. Every application for permanent membership shall be made, in writing on the form prescribed, obtained from the club office and signed by the candidate and his 'Proposer' and 'Seconder' and addressed to the Honorary Secretary of the Club. The applicant shall state the permanent name, age, address (temporary & permanent), profession and such other information as the Executive Committee may require. It shall also contain a declaration that if elected, the candidate agrees to become a member of the Club, and to be bound by the Memorandum of Association, and the Bye Laws of the Club.

11. Name of every such applicant shall be entered in an 'Applicants Register' maintained in the Club office. This register shall be put up at the Executive Committee meetings, whenever asked for by the Executive Committee. The Governing Body may reject an application for membership of a person with or without assigning any reasons.

12. After perusal and preliminary screening of the application by the Honorary Secretary, Screening Sub-Committee shall invite the proposed member(s) for interaction in the Club. Married candidates shall be

accompanied by their spouses. The Screening Sub-Committee consisting of five EC members and a maximum of two permanent members in advisory capacity shall give its recommendations to the Executive Committee. After due deliberations by the Executive Committee, suitable candidates shall be invited to an 'At Home' in the Club. Married candidates shall be accompanied by their spouses. Applicants failing to attend on two different occasions will be struck out from the list.

13. The election of permanent members shall vest in the Executive Committee and shall be determined by the vote of its members. For this purpose, at least five members of the Executive Committee shall be present to form a quorum. Unless forty percent of the total votes cast are against the individual, the candidate shall be declared as elected. The permanent membership of candidates approved/elected will be subject to confirmation after 01 (One) year.

14. In case a candidate has not been elected when invited to an 'At Home' or rejected by the committee prior to "At Home", he / she shall not be eligible to apply again for permanent membership of the Club until after expiry of one year from the date of such rejection.

15. With a view to maintaining the distinctive character of the Club, the Executive Committee shall regulate the election of candidates for permanent membership of the Club in such a manner, that the proportion of members of the Armed Forces is maintained at not less than (45%) of the total permanent membership. Preferably, only serving or retired civil and defence officers be taken as permanent members.

16. **Action by Elected Member.** On receipt of confirmation, necessary action will be taken by each applicant to complete the documentation process including deposition of the following amount or as revised by the EC in an AGM, from time to time, within 15 days of grant of provisional membership:-

- (a) Cat A, B & C - Rs 50,000/- plus tax as applicable.
- (b) Cat D - Rs 1,30,000/- plus tax as applicable.



(c) The Applicant will render a certificate within one month of being given Permanent Membership that he/ she has familiarized with the history, heritage, customs, norms and etiquettes of the Club and undertakes a promise/ oath that he/ she will ensure strict compliance to the above, failing which his/ her Membership can be reviewed for continuation.

17. Salaried class of officers belonging to govt, semi-govt undertaking and their functionality involving clients from public life may be only considered after the consideration from all angles, principally because, by their being permanent members of the club, they do not convert the club into a place of building their 'Public Relations' or Clients' or such like activities.

18. Applicants from other walks of life should be fully screened from all angles to ascertain their suitability of becoming permanent members of the club.

### **Outstation Members**

19. Outstation Membership will be given only to those permanent members who are posted out of Shimla by nature of their duty, for which they will produce proof of transfer. On reversion back to Shimla or on retirement, they will cease to be outstation members. These members shall be charged 75% of the full monthly subscription as decided by the EC from time to time.

20. Permanent members who are posted out from Shimla may apply for outstation membership. However, it is clarified that only serving Defence/ State/Central Govt officers who have to go out of Shimla due to exigency of service/ transferred/ posted out shall be granted Outstation Membership.

21. In case an outstation member fails to pay his dues for one year, his/her membership may be terminated.

22. These members will also continue to enjoy their voting rights.

### Senior Citizen Members

23. Permanent members who have attained the age of 70 years and above and have been members of the Club for at least 10 years will be considered Senior Citizens. These members will continue to enjoy their voting rights and shall pay 50% of the Club subscription.

### Octogenarian Members

24. Those members who have been members of the club for 20 years and are aged 80 years and above will qualify as Octogenarian Members. These members will continue to enjoy their voting rights after paying 50% of Club subscription, unless they opt to be transferred to the Octogenarian (Honorary Members) category who will have the following privileges but will not enjoy voting rights:-

- (a) Those Members who have attained the age of 80 years & above and have been members of the Club for at least 20 years will qualify for the Category 'E' (Honorary Members) membership.
- (b) They will not (NOT) have any voting rights.
- (c) They will continue to enjoy all the facilities available to any other member of the Club.
- (d) They can bring guests to the Club premises as per Club Bye Laws.
- (e) They may host private parties in South Court.
- (f) They can participate in all functions to include Diwali, New Year, Christmas and Entertainment Shows in the Club.
- (g) Their membership will not be included in the total strength of the members of the Club.
- (h) However, those Octogenarian Members who wish to remain in their original category and to retain their voting rights and do not wish to be shifted to **Category 'E'**, will have to pay **50%** of the monthly subscription (on six month basis) and other charges (Auth : EC Meet held on 21 Jul 18).

### **Honorary Members**

25. The following may be invited by the Executive Committee to be Honorary Members of the Club who will neither pay the mandatory club subscription nor be counted against the specified vacancies for that category. They will also not enjoy voting rights:-

- (a) Ex President and Ex-Executive President of the Club.
- (b) Member of the Executive Committee who has served for at least one year, in this capacity, on transfer from Shimla by ceasing to be a permanent member provided he is not settled in Shimla.
- (c) Gentlemen and ladies of state and national stature with background in fine art, culture and dramatics.
- (c) Gentlemen and ladies who are members of professional or amateur theatrical groups during their stay in Shimla.
- (d) Gentlemen and ladies, who are not permanent or temporary members, but are taking part in a cultural programme of the club, during the period of that activity.
- (e) Distinguished persons.

### **Ex-Officio Members**

26. The following may be invited by the EC to be ex-officio members after due approval of the General Body through AGM. These will neither pay the entrance fee/security deposit/mandatory monthly/annual club subscription nor be counted against the specified vacancies for that category and will NOT have any voting rights:-

- (a) The Chief Secretary to the Government of Himachal Pradesh will be made ex Officio member of the club for the duration of his tenure only and till such time he is holding such post. On his ceasing to

hold the said office, the Ex-Officio Membership and privileges attached thereto shall stand withdrawn automatically.

(b) The Principle Secretary of the Department of Language Art and Culture, Govt of Himanchal Pradesh, will be made ex Officio member of the club for the duration of his tenure only and till such time he is holding such post. On his ceasing to hold the said office, the Ex-Officio Membership and privileges attached thereto shall stand withdrawn automatically.

(c) Any other such person who in the opinion of the EC, would be able to further the activities or advancement of the Club or would be beneficial to the Club. This membership to such person shall be granted for a maximum duration of two years.

### **Tenure Members**

27. The Executive Committee may grant tenure membership to Service/Govt Officers (to officers of Group A services after having completed five years of service and State Govt Officers after having completed 12 years of service) for a period not more than two years (and extendable by one year on receipt of application from such member(s)), who get posted to Shimla or are on transferable jobs. The persons holding tenure membership will neither be counted against the specified vacancies for that category nor will enjoy voting rights. The responsibility to inform the Club with respect to their transfer out of Shimla shall be of that of the member itself. Membership will stand terminated on being posted out of Shimla/on retirement.

28. Six officers of the rank of Principal Secretary posted in Shimla on recommendation by the Principal Secretary, Department of Language, Art and Culture may also be granted tenure membership for a period not more than two years (and extendable by one year on receipt of specific recommendation from Principal Secretary, Department of Language, Art and Culture HP, for such member(s)). Membership will stand terminated on being posted out of Shimla/on retirement.



## **Temporary Membership**

29. Temporary members shall be elected in accordance with the following procedure:-

- (a) Temporary members shall be gentlemen and ladies who have attained the age of 21 years.
- (b) Temporary membership shall ordinarily be given for a maximum period of three months from the date of election. The period of three months for temporary membership may be reviewed and extended by the Executive Committee as deemed fit. Temporary Membership upto one month shall be granted by the Honorary Secretary and thereafter with the approval of the EC.
- (c) A candidate for election as a temporary member of the Club, shall be 'Proposed,' by one and 'Seconded' by another permanent member of the Club. Members of the Executive Committee shall not 'Propose and 'Second' any candidate.
- (d) Temporary Members will neither be counted against the specified vacancies for their Category nor will they enjoy voting rights.
- (e) No Temporary Member shall be entitled to invite, introduce or entertain any guests in the Club. However, minor children below the age of 18 years of any Temporary Member, shall be entitled to use the Club facility and amenities, as long as they are accompanied by one parent(s).
- (f) Padma (Distinguished) & Chakra Series (Gallantry) Award Winners can use the facility of the Club whenever they visit Shimla. The facility will be extended to the recipients & their spouses subject to fulfilling criteria as laid down in the Club rules. This is an acknowledgement of their contribution to the Nation (Auth: AGM held on 08 Dec 13).
- (g) Temporary membership for a couple shall be deemed to be one, irrespective of whether husband or wife applies for the membership.

(h) Defence Service Officers, visiting Shimla, on leave/temporary duty, may become temporary members on payment as notified by the management. This facility may also be extended to the retired Defence Service Officers.

(j) Nursing Officers of the MNS, stationed at Shimla/Jutogh may become temporary members on payment as applicable to other serving officers of Armed Forces Officers Mess.

30. **NRI Members**. EC at its discretion may approve of the grant of membership to such individuals, belonging to the aforesaid classification, on receipt of an application and laid down screening procedure. The membership shall be granted for a maximum of two years (and extendable by one year on receipt of application from such member(s)), subject to deposit of such security, non refundable entry fee of rupees five lakhs, charges and payment of such monthly subscription, as decided by the EC. These members shall not enjoy voting rights. Under no circumstances, such individual shall be granted any further term of membership under this category, after expiry of the first term. No waiver in the above conditions shall be given unless ratified in the AGM.

### **Green Card Holders**

31. The sons and unmarried daughters of the permanent members shall also be eligible for issue of Green Card after attaining the age of 21 years and upto the age of 30 years, subject to fulfillment of following conditions: -

(a) The parents must apply for the Green Card of the Club for the children after they have attained the age of 21 years, to enable the management to register their names. The green card once allotted will be valid only up to the age of 30 years.

(b) If they (dependent son & daughter) have not used the club between the age of 13 to 21 years, a dependent fee as applicable from the age of 13 to 21 will be levied, for registering in this category.

(c) Green card holder will most likely be a student at this age. However, if he/she attains independent status, they will be eligible to apply for permanent membership provided he/she meets the membership criteria of the club. Moreover, a green card holder who has attained the independent status and not meeting the criteria of the Club membership, will cease to be a green card holder. Green card holder and their parents are responsible to keep the Club management informed of their present status.

(d) Full monthly subscription from the green card holder will be levied from the age of 21 years as a single member.

(e) A 'Green Card' will be issued only when a written request is received from the parent members and can be withdrawn on request from the parent members.

(f) Green card holders will be allowed to use Club smart card issued in their name but the responsibilities for keeping the Club smart card charged with adequate amount will be that of parents.

(f) The membership to green card holders will be over and above the authorised strength of the Club; however, it should not exceed 100 at any point of time.

(g) On being granted permanent membership, the difference of subscription i.e. security deposit and entrance fee, depending upon the category applicable, will be paid. "Green Card" holders will have no voting rights.

(g) Green card holders applying for permanent membership will be considered for out of turn grant of membership provided they fulfill the criteria for the category in which they fall and will be based on merit in their respective category.

**Note :** All members will be responsible for the discipline of their children and ensure they follow club rules.

### **Miscellaneous Contingencies**

32. (a) On demise of a permanent member, the wife or husband of such member may become a permanent member, on application, without payment of the entrance fee. The vacancy will be against the vacancy of the demised member by paying of difference of security deposit between current rate & old deposit.
- (b) Spouses of posted out Group Members, who continue to reside in Shimla shall be entitled to avail of the Club facilities, subject to payment of initial deposit, monthly subscription and other recurring charges. Such entitlement shall stand automatically terminated on completion of one year (extendable to a maximum of two years, if applied by the posted out Group Member on completion of the first one year).
- (c) A person who is already a permanent member and permanently settling down in Shimla even though if he has served in EC for a period of one year will not be granted Honorary Membership. An ex Honorary member, who subsequently settles down in Shimla and wishes to make use of club regularly, can become permanent member by paying the security and monthly subscription as applicable. However, he will not be required to pay the entrance fees.

### **Withdrawal/Resignation**

33. Procedure of withdrawal /resignation from Club membership shall be as follows:-

- (a) Member shall give notice in writing of his intention to withdraw from the Club and his/her name shall removed from the list of members from the date of receipt of such notice provide that all dues to the club have been previously paid.
- (b) The liabilities of permanent member, who has withdrawn from the Club, shall continue in force for a period of one year after the date of his resignation.



(c) In addition to, a member and/ or his spouse shall cease to be a member of the Club in any of the following ways:-

- (i) By his being adjudicated insolvent.
- (ii) By his being dismissed from Govt Service.
- (iii) By his being found guilty by a competent tribunal, or court of law of an offence, involving, in the opinion of the Executive Committee, misconduct or moral turpitude.
- (iv) By his not paying his Club bills, after due warning for default in payment of Club bills as per the existing rules. Notice of one month shall be given to the member to clear the outstanding bills, and thereafter the due bills shall be deducted automatically from the security deposit of the member held with the Club. Hereinafter, on deduction of 75% of the security deposit towards the outstanding bills of the Club, if the member still does not recoup the security deposit within one month of such deduction from his/her security deposit, their membership shall be terminated automatically.
- (v) By decision of a majority vote of the members present at the Executive Committee Meeting, at which not less than five members shall be present.

### **General Body Meeting**

34. Procedure for holding of General Body Meeting shall be as follows:-

- (a) General Body meeting shall either be ordinary or extra-ordinary.
- (b) There shall be one ordinary General Body Meeting (also referred to as Annual General Body Meeting (AGM)) in each year. The AGM shall preferably be held at the registered office of the Club in

the Gaiety Theater Complex, subject to its availability, or at any other suitable location deemed fit in the opinion of the EC.

(c) An extra ordinary General Body Meeting (also referred to as EGBM) shall be called by a resolution of the Executive Committee. It may also be called on receipt of a written request signed by at least Fifty Permanent Members and addressed to the Honorary Secretary of the Club, provided that such a request shall state the reasons for calling the meeting and shall be accompanied by the proposal to be placed before it. Such General Body meeting shall be held within one calendar month from the date of receipt of the request and shall deal only with the said matter.

(d) The date and time for holding any AGM/ EGBM shall be advertised, at least 30/ 15 days before the date of the meeting in news paper, in general circulation in Himachal Pradesh, Haryana and Punjab. A copy of the advertisement shall be simultaneously displayed on the Club notice board and the Club Website. An intimation will also be sent to all Permanent Members through their registered mobile Nos.

(e) Each permanent member (including Octogenarian, Senior Citizen & Outstation members) shall be entitled to attend and/ or vote at any General Body Meeting, provided that any member, whose dues to the Club have been outstanding for a period of more than two months, shall not be entitled to attend or vote at such a meeting.

35. The quorum and procedure for conducting the General Body meeting shall be as follows:-

(a) The Quorum shall be as per the law and rules applicable at the relevant time.

(b) The President of the Club or in his absence Executive President or Executive Vice President shall take the chair at any General Body Meeting. In the absence of the said gentlemen, the members present shall elect a member of the Executive Committee as the Chairman, and if no member of the

Executive Committee is present, then the members present shall elect one of the permanent members to be the Chairman.

(c) The Chairman shall have the power, in his discretion to do all acts that may be necessary to ensure the proper conduct of the proceedings of the General Body Meeting, in consonance with the MoA, Bye Laws and Rules and Regulations of the Club.

36. Any matter connected with the management of the Club may be discussed at a General Body meeting, provided that no amendment, variation, repeal or addition to this memorandum of association shall be made unless notice thereof has been included in the notice convening the meeting and a copy of such proposed amendment, variation, repeal or addition has been placed on the Club Notice Board and Club website. The accidental commission to give such notice shall not invalidate the proceedings of the meeting.

37. A General Body Meeting may adjourn and reassemble on a date and time to be fixed at the meeting.

38. Each permanent member shall be entitled to one vote. Spouse of a permanent member shall not be entitled to vote (but he/ she may carry a proxy from the permanent member who is not present).

**Explanation** : For the removal of any doubt, it is clarified that officers of HQ ARTRAC, HQ Western Command, HQ 2 Corps and PH & HP (I) Sub Area will not be deemed to be outstation members and will have the same voting and other rights and privileges as any other permanent member.

39. All motions and propositions shall be passed or rejected by a majority vote. In case, there is no majority, the Chairman shall have the casting vote, in addition to the vote he is entitled to as a member.

40. A proper record of the proceedings of such General Body Meetings shall be kept and shall at the next ordinary General Body Meeting be confirmed provided that the Executive Committee shall be absolved from any responsibility in carrying into effect any resolution which has been inadvertently/ incorrectly recorded, provide that the record of the General Body Meeting has been placed on the Club notice board for a period of

at least ten days and that no written notice has been received by the Honorary Secretary of any inaccuracy in the recording of these proceedings.

### **Governing Body**

41. The management of the Shimla ADC will be vested in the Executive Committee who shall function as the Governing Body of the Club. The Executive Committee shall consist of a President and 10 other permanent members, i.e. five from the Army and five from the civilian members. In addition, the Honorary Secretary will also be a member of the Governing Body.

42. Eleven members of the Executive Committee shall be elected at the General Body Meeting from amongst the permanent members only. Only those Civilian Permanent Members who are based in Shimla and who have been Permanent Members of the Club for at least ten years shall be eligible to contest the election to the Executive Committee (Auth: AGM held on 30 Mar 2013).

43. The Executive Committee shall elect one of its members to be the President of the Club and another to be the Executive President. The President will have the discretion to nominate any EC Member as Executive Vice President. (Auth : AGM held on 08 Dec 2013)

44. The Executive Committee will nominate an Honorary Secretary who will be an Officer from HQ ARTRAC, and who is also a permanent member of the Club. The Honorary Secretary would enjoy the same status and powers as that of the elected members of the Executive Committee.

45. The Executive Committee shall also nominate one permanent member as Honorary Treasurer. However, the Honorary Treasurer shall not be considered as a member of the Executive Committee.

46. The Executive Committee shall hold office until it is dissolved at a General Body meeting provided that whenever an Executive Committee is so dissolved, a new Executive Committee shall be elected before the conclusion of the same General Body Meeting.

47. Every member of an outgoing Executive Committee shall be eligible for election to the new Executive Committee. The max continuous tenure of EC Members shall be two years and that they shall be entitled to contest elections to Executive committee after expiry of two years from the date of completion of earlier tenure of two years (Auth : AGM held on 30 Mar 2018)

48. The Executive Committee may appoint any number of Sub Committees for specific purpose for smooth functioning of the Club and nominate any one EC Member as the Chairperson of each such Sub Committee. Five permanent Members of the Club may be co-opted in the sub-committees in case deemed fit. The following sub-committee will normally be constituted: -

- (a) Screening Sub Committee.
- (b) Finance Sub Committee.
- (c) Bar and Catering Sub Committee.
- (d) Entertainment Sub Committee.
- (e) Tambala Sub Committee.
- (f) Renovation and Property Sub Committee.
- (g) Dramatics and Cultural Sub Committee.
- (h) Card Sub Committee.
- (j) Legal Sub Committee.

49. Each Sub Committee may formulate its own rules for the purpose of carrying out the duties assigned to it and compliance with these rules will be mandatory. To complete the quorum of any of the above sub committees, a minimum of three members shall be present. However, if any procedure has already been stipulated in the MoA, then the same shall override any procedure proposed to be adopted by the Sub-Committee.

50. In case of member of the Executive Committee who either resigns or gets posted out or retires from service, the Executive Committee will be empowered to nominate any of the permanent members in his place i.e. a civilian permanent member in place of civilian EC member & an Army Officer from HQ ARTRAC in case of Army member, for such period as the EC may specify.

### **Conduct of Executive Committee Meeting**

51. Procedure for conduct of Executive Committee Meeting shall be as follows:-

- (a) The Executive Committee shall ordinarily meet under the directions of the President at least once in three months. They may meet more frequently also depending upon the business to be transacted. The number of members whose presence shall be necessary to form the quorum, shall be five.
- (b) Each meeting of the Executive Committee shall be presided over by a Chairman, who shall be the President, if present, or in his absence by the Executive President/ Executive Vice President.
- (c) All motions and proposition shall be carried or rejected by a majority vote. In case, there is no majority of votes, the Chairman shall have the casting vote, in addition to the vote which he is entitled to as a member of the Executive Committee.

### **Powers of the Executive Committee**

52. The Executive Committee shall be empowered:-

- (a) To fill vacancies occurring in the Executive Committee.
- (b) To co-opt permanent members as additional members of the Executive Committee, up to the maximum number provided by Clauses 41 to 44 above.

- (c) To frame or alter the Bye- laws, provided that no Bye Laws shall be framed or any alteration made which is inconsistent with the Memorandum of Association. Each new Bye Law and each alteration to the Bye Law shall be laid before the next General Body Meeting for ratification, provided that if the General Body refuses to ratify, the Bye Law or alteration to the Bye Laws shall be deemed valid only up to the time of such refusal.
- (d) To interpret and construe the Memorandum of Association and the Bye Laws.
- (e) To employ and regulate the pay of staff such as the Executive Committee may deem necessary for the proper conduct of the business of the club.
- (f) To demand and sue, for the recovery of all amounts due to the club and to authorize the Honorary Secretary to initiate and defend all legal proceedings in any court of law or tribunal and to sign and execute documents engage counsels and to do such other acts as may become necessary for the prosecution of the case and execution of documents.
- (g) To call upon any member of the Club to pay at any time, his due to the club by forwarding a statement of his account to his last known address. Any member, thereafter, whose dues have been outstanding for a period of one month or such shorter period as may be determined by the Executive Committee, in any individual case, shall be liable to be suspended from all privileges of membership and to have his name exhibited on the Club notice boards. Any member, who has been so suspended and fails to clear the outstanding bill within thirty days from the date of suspension of membership, shall be liable to be expelled.
- (h) To call upon the 'Proposer' and 'Secunder' (in application form) of the member, to clear the liabilities of the member proposed/seconded by them.
- (j) To execute the lease of the club Premises or to authorize the Honorary Secretary for the same.



- (k) To purchase, sell, hire or loan any properties, furniture, sceneries and theatrical accessories.
- (l) To revise the rates for the hiring of any part of the club premises, catering, bar and other charges/prices.
- (m) To select the plays to be produced, and the casts thereof.
- (n) To give on hire, any premises of the Club to any person or persons, on such terms as the Executive Committee may decide and to authorize the Hony Secy to implement the decision of the Executive Committee.
- (o) To invest or otherwise to deal with the surplus funds of the Club.
- (p) To call upon any member whose conduct is in the opinion of the Executive Committee injurious to the character, interest and harmony of the Club, to resign from membership and if such member fails to do so, to expel him or her from the Club, provided that no such member is called upon to do so unless he or she has been given an opportunity of tendering an explanation to the Executive Committee.
- (q) To perform any act for proper conduct of the business of the Club, consistent with the Memorandum of Association & Bye Laws.
- (r) To revise rates of various subscriptions from time to time.

53. Club membership may also be terminated by the Executive Committee under the following circumstances:-

- (a) A member whose name has been displayed on the Club notice board in the list of defaulters, three times in a year.
- (b) A member who has been suspended twice for non-clearance of bills in time.

**54. Attendance - Executive Committee Meeting**

- (a) Any member of the Executive Committee who fails to attend three consecutive meetings of the Executive Committee may be called upon to resign from the Executive Committee.
- (b) In case a member or members of the Executive Committee cannot attend three consecutive meetings due to exigencies of service, their absence may be condoned by the committee.
- (c) The President and Executive President may, however (at the invitation of the Executive Committee) continue to hold office during his absence from Shimla, as also from the committee meetings.

**Accounts**

55. Procedure for maintenance of accounts shall be as follows:-

- (a) The Executive Committee shall cause the accounts to be kept at all times, of amounts received and expended by the Club, of all matters in respect of which such receipts and expenditure take place and of the assets, credits and liabilities of the Club.
- (b) The books of the accounts shall be kept at the Club office and, subject to any reasonable restrictions imposed by the Executive Committee, shall be open to inspection by the members.

**Auditing of Accounts**

56. (a) The accounts of the Club shall be audited at least once in every year, by a professional auditor. The auditors shall, at all reasonable times, be given access to all the books and accounts of the club.

(b) The auditor's report for the previous year, together with the Annual Balance Sheet and summary of the profit and loss account, shall be laid before the General Body Meeting. Copies of each account and balance sheet shall be exhibited on the Club notice board minimum 14 days prior to the General Body meeting and shall also be sent, fourteen days before the meeting, to all permanent members of the Club.

### **Procedure for Expenditure**

57. Any expenditure beyond the financial power of the Executive President will be done after adopting the following procedure:-

(a) Nature /scope of work along with rough estimate will be put up to the Executive Committee for approval.

(b) After approval by the EC, the purchase committee so constituted, will do the necessary survey of the market and thereafter finalize the contractor/vendor.

(c) On completion of the job/contract/installation of equipment, the purchase committee will sign on the bills for correctness of scope and nature of work carried out before final payment is made.

### **Subscriptions**

58. Rates of entrance fee and subscription shall be subject to revision by the Executive Committee, from time to time.

59. A permanent member may sign credit vouchers in the Club up to the monetary limit as laid down by the Executive Committee from time to time. Once this limit is reached, credit facilities of the member concerned shall be stopped.

## **Billing**

60. **Six Monthly Billing.** The billing in respect of the members will be on a six monthly basis and will be as follows:-

(a) In respect of permanent members except group members, the six monthly bills up to 31<sup>st</sup> Mar and 30<sup>th</sup> Sep, shall be presented to the members by the 5<sup>th</sup> of April and 5<sup>th</sup> of October respectively. The bills shall be paid by 20<sup>th</sup> of April & 20<sup>th</sup> of October respectively.

(b) In respect of Group members, the monthly bills up to the last day of the previous month, shall be presented to the respective Messes by the 5<sup>th</sup> of each month.

(c) The bills shall be paid by 20<sup>th</sup> of each month.

(d) The defaulters shall not be extended credit facilities until arrears are cleared off. In case any member fails to pay his/her bills by the due dates, a penalty charges of ten percent of his total bill shall be charged monthly or part thereof for delay in payment and his/her name shall also be displayed on the Club notice board, in the defaulters list. **(Auth: AGM held on 18 Mar 2018 / EC held on 01 Jul 22).**

61. The Executive Committee reserves the right to suspend any member from using the Club in case the member has not cleared his dues within thirty days from the date, as defaulters. If such a member, who has been suspended, fails to pay his/her dues within thirty days, after he/she has been served with a registered notice for suspension, shall be liable to be expelled (membership terminated) by the Executive Committee.

62. The membership once terminated, shall not normally be restored. However, in case in the opinion of the Executive Committee, the circumstance are mitigating, the membership may be restored, in accordance with the Club Bye Laws.

**Amendment/Alteration of Memorandum of Association**

63. A copy of the Memorandum of Association amended from time to time shall at all times be displayed on Club notice board, Club website and made available to members in the Club office.

64. When it is proposed to alter or add to, any of these clauses, notice of such proposal shall be placed on the Club website, together with a copy of the notice at least 10 days before the date of the General Body Meeting.

Place : Shimla

Dated : July 2022

Sd/xxx  
(RK Sharma)  
Brigadier  
Honorary Secretary

# **SHIMLA AMATEUR DRAMATIC CLUB**

## **BYE LAWS 2022 (REVISED)**

1. The Shimla Amateur Dramatic Club is registered under the Society Act-XXI of 1860 and as deemed to be registered under the Himachal Pradesh Society Registration Act 2006. The President of India has always been invited to become the Patron of the club. The Executive Committee has also been inviting the Governors of Himachal Pradesh to become Vice Patron of the Club.

### **SECTION I**

#### **FORMULATION OF THE BYE-LAWS**

2. Under the provision of the Memorandum of Association of the Shimla Amateur Dramatic Club (ADC), the Executive Committee hereby frames the Bye Laws given in the succeeding paragraphs for its members, dependents of members, guests and staff of the Club for strict compliance. The Bye Laws shall come into force with effect from 17 July 2022.

3. **Formulation of Bye Laws.** In case of any difficulty in implementation /interpretation of Bye Laws, the decision of the President shall be final.

4. The Shimla Amateur Dramatic Club, Bye Laws (Revised 2008) are hereby superseded.

### **SECTION II**

#### **GENERAL INFORMATION**

5. The Club shall remain open daily from 11 AM to 10.30 in summer and from 11 AM to 10 PM in winter. No service shall be available between 11 AM to 12 Noon. On dance/special nights, club may be kept open for two hours beyond the normal closing hours or as specified by the Executive Committee. The timings

however, may be altered due to administrative reasons after giving due notice. The Bar timings will be as under:-

- (a) 1200-1400h during Summers and Winters.
- (b) 1900-2200h during Winters (Nov to Mar).
- (c) 1900-2230h during Summers (Apr to Oct ).

6. Members will not insist on use of club premises beyond the laid down timings. However, with prior approval of Honorary Secretary, the Club may be kept open for a maximum period of one hour after normal closing on payment as notified by the Management. Such payment per head shall also be charged from members on guests introduced by them. The payment will be signed in advance in the late fee register.

7. Members shall not abuse any of the club servants or use violence whatsoever against any servant. In the event of a member having occasion to find fault with any servant of the club, a report of the case may be made verbally or in writing to the Honorary Secretary who will either deal with the case or refer it to the Executive Committee, as may be considered necessary. Complaints/suggestions may also be entered in the register kept in the Club office /reception desk.

8. Club employee will not be sent on any errands or otherwise withdrawn from the general service of the club by any member except by an office bearer in the interest of the club.

9. No member or dependent shall give any money, by way of wages or gratuity, to any Club staff. All Club staff are forbidden to solicit or accept gratuities. They shall be liable to instant dismissal. A member wishing to give a gratuity may sign a voucher of the amount which shall be credited to the "Staff Gratuity Fund".

10. Permanent value shall be charged for all the breakages of the club property by the members, their dependents/guests or the Club staff. If any breakage in the opinion of the Executive Committee are willful, up to six times the value may be charged.



11. Any notice for displaying on the notice board of the Club shall be sent to the Honorary Secretary and initialed by him before being displayed on the notice board. A notice shall not ordinarily be left on the notice board for more than 20 days. Notice from permanent members shall be displayed free, where as non-members shall be charged as notified by the management.

12. Payment of club dues will be made online/by crossed cheques /demand draft only. No cash payment is to be made. Each permanent/ temporary member will be issued a Club Smart Card for self & dependents bearing membership number, which shall be charged at the reception. The same card is then to be utilized for carrying out transactions in the Club. Charging of Smart Cards issued by the Club will also be done by cheques/ debit cards/credit cards only.

13. Any member who violates any Bye Laws shall be liable to action in accordance with Memorandum of Association of Shimla ADC as deemed fit by the Executive Committee.

14. No member, official or member of the staff is authorized to enter into an agreement or to incur any expenditure or in any other way bind the club unless expressly authorized to do so by a resolution of the Executive Committee, properly recorded.

15. Ignorance of Club Bye Laws shall not be accepted as an excuse. Copies of Bye Laws may be obtained from Club office on payment at the laid down rates.

### **SECTION III**

#### **RECIPROCAL MEMBERSHIP WITH AFFILIATED CLUBS (AS APPROVED BY THE AGM)**

16. Members may avail of the facilities extended by the respective clubs on reciprocal basis. The list of affiliated clubs will be notified from time to time by the Honorary Secretary. Presently Shimla ADC has reciprocal membership arrangement with Kasauli Club (HP), MB Club Lucknow (UP), Bareilly Club, Bareilly (UP) and Wheelers' Club Meerut (UP).
17. The reciprocal members from the said club, who when visiting Shimla, wish to avail of the facilities of the ADC, shall produce Membership Card, to enable them to use this club.
18. Members on reciprocal basis shall not use the club for more than ten days in any one month.
19. Such members may buy drinks or catering only on temporary Smart Card issued by the Club.
20. All reciprocal members and temporary members when using the club shall be expected to abide by the Bye Laws of the club. Any infringement of the Bye Laws of the club, by any such members shall render him/her liable to be stopped from making use of the club any further, on orders of the Hony Secy or any members of the Executive Committee.
21. Reciprocal members before using the Club shall inform the Club office in writing about their visit and its likely duration.

### **SECTION IV**

#### **GUESTS**

22. Persons who are not dependent on members will be termed as guests.

23. Permanent members only, may introduce guests into the club. No guests shall be entertained in the club unless the members accompany them.
24. The permanent members bringing guests to the club shall enter their particulars in the guest register without which the guests shall be asked to leave the club premises.
25. Not more than 12 guests (including local guests) in a month shall be introduced to the club by a permanent member during the months of April, May & June. During the remaining months, as well as on special occasion, guests may be introduced for more number of times, with the prior approval of the Honorary Secretary.
26. A permanent member may introduce a local guest (including his family), to the club, only on two occasions, in a month. Any other member of the club may invite same guest (including his family) on one more occasion only. In other words, a particular local guest could be invited to the club only on three occasions in a month.
27. Guests charges will be levied on members as notified by the management.
28. Every member bringing guests to the club shall ensure that the dress regulation of the Club and the excise regulations are observed by them.
29. Any member, who violates these Bye Laws, shall be liable to action in accordance with Memorandum of Association of the Shimla ADC and in addition, will be liable to penalty charges as deemed fit by the Executive Committee.
30. If any guest misbehaves in any manner, he/she shall be liable to be ordered by the Honorary Secretary or any member of the Executive Committee, to leave the club. The members introducing the guests shall also be liable to action, as deemed fit by the Executive Committee in accordance with Memorandum of Association.

## **SECTION V**

### **SUBSCRIPTIONS AND OTHER CHARGES**

31. The subscription for various categories and other charges will be as laid down by the Executive Committee from time to time.
32. Establishment charges at the rate of ten percent shall be charged by the club on all sales to defray establishment charges.
33. Each member will contribute 50% of one month's permanent subscription due from a permanent member including those who are either exempt or are paying subsidized subscription, towards Diwali gift for the employees once a year prior to Diwali.
34. Organisation of Private Parties.
- (a) Private parties by Permanent members only are permitted to be organized. These shall be organized in South Court / part of Dining Hall.
  - (b) Only two party bookings would be accepted per day and the booking amount as notified by the management would be charged.
  - (c) Non-members attending would be charged as guests at the prevailing rates. The monthly limit of 12 guests, permitted to be introduced to the Club, shall not be applicable in case of such prior booked parties.
  - (d) The members organizing such parties shall be entitled to select/ choose any of the fixed menus, framed by the Club management. However, if any member requires any additional food item to be served/ included, then the additional item shall be selected from the Ala carte menu and shall be charged separately, in addition to the fixed menu charges.
  - (e) In case of additional deployment of Club staff for a party, extra charges shall be levied. For parties more than 15 guests, two cooks will be employed.

- (f) Club profit would be charged at @ 20% of the total catering expenditure as per club policy and GST as applicable would be also be charged as per the prevailing rates.
- (g) Dress regulations as per Club rules shall be adhered to by all the members and their guests.
- (h) 50% of expected expenditure would be paid as advance by the member organizing the party.
- (j) No beverages or eatables would be permitted from outside, less cakes for birthday & Anniversaries.
- (k) Cancellation charges to be deducted from booking amount would be as under:-
  - (i) Upto 48 hrs prior to the day of the party - 25%
  - (ii) Between 48-24 hrs prior to the day of the party - 50%.
  - (iii) No refund would be admissible for 24 hrs or less.
- (l) Following timings will be adhered to for conduct of parties:-
  - (i) Lunch : 12.30 pm to 3 pm
  - (ii) Evening : 5 pm to 7.30 pm
  - (iii) Dinner : 8 pm to 10.30 pm

**(Auth: Para 11 of EC Meet held 13 Nov 2017 refers)**

35. **Cover Charge.** A Cover Charge shall be payable by every permanent member of the Club, in accordance with the amount so decided and determined, from time to time by the EC, at its sole discretion and thereafter so notified, by displaying the decision on the Club Notice Board to the members of the Club. Accordingly, every permanent member of the Club shall be thus liable to deposit/ pay in advance the

aforementioned mandatory Cover Charge(s) with the Club, which shall cover and ensure the minimum expenditure to be incurred by him/her over a period of every six months exclusively towards the use of the Bar and Catering facilities being offered/ provided by the Club. However, this clause shall not be applicable in the case of Group Members belonging to Messes located at Ambala and Chandimandir. The Cover Charge amount so deposited/paid in advance by the member, shall be credited to the member's account after ascertaining that his/ her expenditure in the Club for the said duration has exceeded the amount of Cover Charges liable to be paid by him/ her irrespective of the fact that he/ she has not used the aforesaid bar and catering facilities of the Club in the preceding period of six months. However, if the expenditure incurred by the member in the aforesaid period of six months, is in excess of the aforementioned and stipulated Cover Charges so determined by the EC, then he shall be entitled to have the Cover Charges so paid by him credited to his account automatically. Provided, however, that in case the member fails to incur expenditure more than the Cover Charges so stipulated, then in that case, the Cover Charges so deposited shall stand forfeited in favour of the Club and the member concerned shall not be entitled to any refund or credit for the same.

36. **Event Charge.** No standing charge for any event (s) conducted at/by the Club is/are to be levied. However, on special occasions or for special events, an Event Charge, to be determined and decided from time to time by the EC for a particular event, may be charged from only those members who wish to subscribe/attend that particular event. The guest charges for an event may also be determined by the EC on case-to-case basis. No event charges will be deducted across the board for all members.

## **SECTION VI**

### **DRESS**

37. Members are expected to dress appropriately on all occasions. This is equally applicable to the dependents of the members and guests.

38. Dress code as notified by the management from time to time will be adhered to strictly.

## **SECTION VII**

### **FACILITIES**

39. **Credit Facilities.** A permanent member may utilize a credit facility upto the laid down monthly limit as specified by the Executive Committee. Once the said monthly limit is reached, this facility will not be extended. Penalty charges of twelve percent per month shall be chargeable on the excess amount.

#### **Playing of Cards**

40. The opening hours for the card rooms shall be the same as for the club. The card room sub-committee will formulate the card room rules which will be binding on all members. Amendments to these rules will be approved by the Executive Committee only.

41. Cards shall be provided and after use shall remain the property of the Club. New cards shall be supplied at the discretion of Honorary Secretary.

42. Permanent Members playing cards shall be charged card room fee as laid down by the Executive Committee. Card fee will be charged on regular basis for full year since some of the members start playing without intimating the club office and without paying the fee for months together. Temporary members/ guests shall be charged double the monthly card room fee as paid by permanent members. For 15 days and below, Temporary members/ guests shall be charged card room fee at the rate of rupees fifty per day.

43. Members of the club, desirous of playing cards, shall enter their names in cards register kept in the club office prior to their availing of the facility.

44. Members who are found playing cards without paying the requisite card fee will be liable to disciplinary action.



45. No reservation of tables for playing cards is permissible.
46. Canasta may also be played in the club as per laid down stakes.
47. Rummy and Bridge shall be played as per laid down rules approved by the Executive Committee.
48. Bridge and Rummy will be played in the cards rooms only. Members will abide by the club rules. All those who violate the club Rules, will be liable for disciplinary action, in accordance with the Articles of Association and these Bye Laws. Playing of "SYNDICATE RUMMY" is forbidden in the club premises.
49. The Club Bridge, Rummy and Canasta stakes may be revised by the Executive Committee from time to time.

## **SECTION VIII**

### **DO's AND DON'Ts**

50. No member of the Club, Green Card Holder or dependent(s) shall use any part of the Club and/ or its facilities to further his business or professional interests in any manner what so ever. Dependents of members are not permitted to bring guests to any part of the club.
51. No member of the Club shall be permitted to bring any Food and Beverage article/ item into the Club premises, nor shall any member consume any such item in any part/ portion of the Club. Infringement of this Bye Law/ rule shall be a major misconduct, entailing the suspension of membership of the concerned member(s) for a minimum period of one month. In case of any repeat violation, the membership of the member(s) shall be liable to be terminated.
52. Pets shall not be allowed in any part of the club. For violation of this Bye Laws, the owner of the pet shall be fined as notified by the Executive Committee.

53. No member shall take away or mutilate any books, newspapers, magazines or periodicals. A member infringing this bye-law shall be fined on every occasion, for each newspaper/ magazine etc, so removed or mutilated. The amount of fine will be as notified by the Executive Committee. No articles of the club furniture and equipment etc, shall be lent to any member.
54. Dependents under the age of 18 years are not permitted to order and consume liquor.
55. Children are not permitted entry into the specific club areas, which has been notified as "Children free" area and such area as may be specified by the Executive Committee.
56. Dependent children shall not use the club premises after 7 PM except when accompanied by their parents or near relatives who also should be permanent member of the Club.
57. Dependent children shall not sign credit vouchers. Parents of such dependents should buy coupons to facilitate purchase of eatables and soft drinks from the club.
58. Servants/ attendants / Security Guards shall not use the Library, Green Room, Bar, Card Room, Dining Hall and South Court. They may, however wait near reception counter, or some other place specified by the club management.
59. The Club stationery shall not be removed from the Club office. Any member requiring the same may obtain it from the office on payment.
60. Members (including their dependents) and guests shall not in their own interest leave their belongings, particularly the costly ones anywhere in the club, except in the custody of the attendant at the cloak room. While the Club management shall try and take care of deposited articles, it will not be responsible for any losses or damages. Members may demand token from the cloakroom attendant, for the deposited articles.
61. Temporary members shall not sign credit vouchers.

62. Smoking is prohibited in the entire Club premises except only at designated place.
63. Ignorance of Club bye -laws shall not be accepted as an excuse. Copies of Bye Laws may be obtained from Club office on payment at laid down rates.
64. The decision of the governing body of the club shall be binding on the Club members.

