

SHIMLA AMATEUR DRAMATICS CLUB

GUIDELINES FOR SCREENING FOR MEMBERSHIP AND NORMS FOR SELECTION OF APPLICANTS

References:-

- (a) Memorandum of Association (2008) Clauses 5 to 32.
- (b) Bye laws (2008) Clauses 26 to 57.

General

1. These guidelines have been made for the members of the Screening Sub-Committee to follow while scrutinizing applications for membership of the **Amateur Dramatics Club** (ADC) and will be read in conjunction with references given above.
2. Bye-Laws (2008) No. 27 to 40, 51 and 65 deal with Full / Tenure Membership / and Green Card, for which applications are required to be considered by the Screening Sub-Committee.
3. In particular, the Sub-Committee must be guided by the Bye Law No. 28 and Rule 16 to 18 of the Memorandum of Association, while making recommendations for full membership, which in essence, says:-
 - (a) Only serving or retired civil and defence officers be taken.
 - (b) Applications of salaried class of officers of **Govt** or semi **Govt** undertaking should be considered to see that they do not convert the Club into a place of building 'public relations' or 'clients', etc.
 - (c) All other applicants should be fully screened from all angles for their suitability.
 - (d) Applicants accepted for membership by the Screening Sub-Committee will be discussed in the Executive Committee(EC) meet for approval.
4. Since the bye-laws lay the onerous duty of screening the applications 'from all angles', on the Sub-Committee, these guidelines will help the Sub-Committee to consider various angles, so that the appropriate applications are admitted for membership.

Procedure for giving Application Form.

5. An individual desirous to become a full member of the club will submit his application as per prescribed format appended with these guidelines to the Honorary Secretary (Hony Secy) in person along with non refundable cost of the application form determined by the Executive Committee from time to time. That in case the payment of non refundable cost is made by cheque or any other instrument of payment and is dishonored by the Bank, the application shall stand rejected forthwith for all intents and purposes

6. The Hony Secy will gauge the suitability of the individual based on the recommendation of two full members of the Club prior to giving the prescribed Form for the membership to the applicant.

7. The form for membership will be given to the individual in person by the Hony Secy and the particulars recorded in the register kept for this purpose. The Form would be valid for a period of 90 days from the date of issuance.

Initial Scrutiny of Form by the Secy.

8. The Hony Secretary will scrutinize all applications within 20 days of their receipt and return them to the applicants if found incomplete or lacking supporting documents. Only applications which are complete in all respects will be put up in terms of Bye law 38 (e). Cheque received with the application will be credited to the Club account only if the application is complete in all respect.

Basic Criteria

9. The ADC is a distinctive social and artistic club for promotion of dramatic, art and entertainment. By historical lineage it is meant mainly for **defence** and civil service officers with a few reserved for members from other walks of life. Unlike some other Clubs, it is generally not for businessmen and other professionals or self employed persons, who wish to develop their contacts for furtherance of their business.

10. The percentage distribution of membership (80 percent for **Defence** and civil service/govt semi-govt undertaking and 20 per cent for all walks of life) shows the distinctive nature of the Club membership.

Screening Criteria/Norms.

11. While considering applications for Cat 'A' and 'B' (serving Defence and Central/State/PSU officers) enquiries should be made from the Head of the office/department about any adverse aspect. The Sub-Committee shall also consider any other relevant information available with it in terms of Bye Law 38(e). Applicants for CAT 'A','B' and 'C' belonging to Shimla & surrounding areas to be given preference over others for optimum utilization of the Club membership. Cat 'D' applicants will be governed by Para 16 (g).

12. Applicants for permanent membership in Category 'B' if posted at Shimla may be considered for tenure membership. Their applications for permanent membership will be considered only on being posted out of Shimla or **after completion of two years of tenure membership**

13. In Category 'B', applicants with appropriate length of service should be considered. The level/status of the applicant be considered as follows:-

- (a) Civil Services.
 - (i) IAS. May be considered.
 - (ii) State Administrative Service. Officers empanelled for IAS may be considered. Preference will be given to HAS Offrs over other State cadre offrs.
 - (iii) IPS. May be considered.
 - (iv) State Police Service. Officers empanelled for IPS may be considered. HPS officers will be given preference over other State cadre offrs.
- (b) Judiciary. Preferably judges of the **High Court and above** may be considered.
- (c) Engineers (Govt.Deptts). Chief Engineer/Senior Superintendent Engineers.
- (d) Doctors (Govt Deptts). Full professors or HODs with MBBS/BDS/Phd.
- (e) University/College (Govt). Professors / HOD and above.
- (f) PSU. Senior General manager and above.

14. While considering applications for Category 'C'(Retd defence/civil officers), the norms, the nature of their post retirement profession , occupation and any other information regarding their current status may be considered, keeping in mind Para 3 (b) above.

15. The criteria /norms for Category 'C' will be same as given at Para 12.

16. While considering applications for Category 'D' (other walks of life) the Sub-Committee should consider the following:-

- (a) Professionals like doctors, Engineers, CAs, Lawyers etc with minimum fifteen years of good public standing may be considered.
- (b) Corporate-CEO's, Presidents and Vice Presidents , of a recognized /reputed company may be considered.
- (c) Applicants should be cultured, well-to-do gentlemen /ladies, with good social standing and should not be involved in criminal litigation.

(d) Due cognizance and weightage may be given to applicants from noble professions, although belonging to these professions will not automatically make them eligible.

(e) Proof provided by the applicants, ie, income, membership of other clubs, etc, should be carefully scrutinized. Level of income, though important should not be an important indicator for self employed applicants or those in business.

(f) Applicants should have interest or should have preferably participated in dramatics/cultural /social activities. **Due weightage will be accorded to applicants who submit a written proof of having participated in dramatics activities at various levels.**

(g) The applicants should be residents of Shimla or surrounding areas. Applicants should either have a residence on their name or should have ancestral house.

(h) Children of parents, who are already full members should be given appropriate weightage.

17. Screening of Applicants. The Screening Sub-Committee will scrutinize the application forms once in a quarter/**half yearly depending on the number of applicants** and will use the following guidelines to assess an individual for membership:-

(a) Education. Qualification and type of Institution.

(b) Profession.

(i) Type.

(ii) Appointment.

(c) Annual Income.

(d) Residence of Shimla

(e) Membership of other clubs .

(f) Participation in dramatics/ cultural/social activities.

(g) Status of spouse.

(h) Reputation of individual/objections by members in terms of Bye law 38(e).

(j) Parent member of Club for 10 yrs or Green Card holder.

18. Date of Seniority The date of seniority of applicant will be strictly based on the date of receipt of application form duly completed along with realization of the initial non refundable amount, if the membership is approved by the Screening Sub-Committee and Executive Committee(EC)

18(a) Waiting list .If the number of applicants approved are more than the vacancies then these approved applicants will be kept waitlisted as per the seniority list maintained and membership granted on occurrence of vacancy. This clause will be read in conjunction with Para 21 below.

19. EC will meet once in six month or as required for selection of members. Total No of vacancies (all categories incl) will not exceed 20% of the available vacancies.

20. Tenure Membership Members having tenure membership may apply for permanent membership after a minimum period of two years or **on posting out from Shimla/ vacation of the post**. However, they will go through full screening process as applicable for permanent membership.

21. The Executive Committee will have the sole discretionary power to nominate an applicant for permanent membership on account of extra ordinary reasons which the EC shall determine on the merit of each case, if he/she fulfills the laid down guidelines. The discretionary power will not be exercised more than twice in one calendar year.

22. **Names of the applicants will be prominently displayed on the Club Notice Board/Website for a period of 15 days prior to the applications being placed before the Screening Sub-Committee. Any objection by full and permanent member of the Club, who has any observation/objection against the candidature of the applicant may be brought to the notice of the Chairperson of the Screening Sub-Committee in writing along with supporting documents/evidence with his objection/observation. The Screening Sub-Committee shall evaluate the objection/observation and shall process the application along with the objection/observation and shall recommend its views to the Executive Committee based on merit of each case.**

However, if the complaint is found to be frivolous in the opinion of the Screening Sub-Committee as also by the Executive Committee the member, lodging such complaint would be liable for appropriate disciplinary action if deemed fit by the Executive Committee.

**PROPOSED AMENDMENTS/ADDITIONS TO MEMORANDUM OF ASSOCIATION
AND BYE LAWS IN RESPECT OF SCREENING GUIDELINES**

Memorandum of Association

18(a) (Add) Applicants categories should be from Shimla or surrounding areas

18(b) Date of seniority of applicants will be based on the date of receipt of application form duly completed.

18(c) If the number of applicants approved are more than the vacancies, then these applicants will be kept waitlisted as per the seniority list maintained for the purpose.

Club Bye Law h

35(a) (Add) Preference to applicants from Shimla or surrounding area will be given.

38(c) Date of seniority of applicants will be strictly based on the date of receipt of application form duly completed.

38(d) The EC will have the sole discretionary power to grant membership to any applicant on account of extra ordinary reasons which the EC shall determine on the merit of each case, nominate an applicant for permanent grant of membership, if he /she fulfills the criteria laid down in the Guidelines. The discretionary power will not be exercised more than twice in one calendar year.

38(e) Names of the applicants will be prominently displayed on the Club Notice Board/Website for a period of 15 days prior to the applications being placed before the Screening Sub-Committee. Any objection by full and permanent member of the Club, who has any observation/objection against the candidature of the applicant may be brought to the notice of the Chairperson of the Screening Sub-Committee in writing along with supporting documents/evidence with his objection/observation. The Screening Sub-Committee shall evaluate the objection/observation and shall process the application along with the objection/observation and shall recommend its views to the Executive Committee based on merit of each case.

However, if the complaint is found to be frivolous in the opinion of the Screening Sub-Committee as also by the Executive Committee the member, lodging such complaint would be liable for appropriate disciplinary action if deemed fit by the Executive Committee.

The Hony Secy,
Shimla Amateur Dramatics Club
The Mall, Shimla-171001

**APPLICATION FOR ISSUE OF FORM FOR PERMANENT/TENURE/GREEN
CARD MEMBERSHIP – SHIMLA AMATEUR DRAMATICS CLUB**

Dear Sir,

1. I have the honour to submit that I wish to apply for permanent/Tenure/green card membership (dependents) for the prestigious Shimla Amateur Dramatics Club.
2. My Bio Data is as under:-
 - (a) Full name of applicant - (in capital letters).
 - (b) Married/Single.
 - (c) Date of Birth/Age.
 - (d) Education Qualification.
 - (e) Profession & appointment.
 - (f) Permanent Address.
 - (g) Correspondence/ e-mail Address & Tele/Mobile No.
 - (h) Any other information.
3. I may please be issued the prescribed application form for the above mentioned membership. I am enclosing a cheque/cash of Rs 10,000/- (+ 18% GST) as non-refundable cost of the application form in favour of Hony Secy Shimla ADC.
4. The Form would be valid for a period of 90 days from the date of issue.

Recommendation

Member -1_____ (M.No)

Member -2_____ (M No)

Yours Sincerely,

Date :

(Signature of applicant)

Note:-

1. The above application will be handed over in person to the Hony Secy during office hours (10 to 1.30 PM). Contact No of Hony Secy 9418652738.
2. Recommendation of two full members of the club is mandatory.