



BYE - LAWS

THE KASALI CLUB LIMITED
BYE LAWS

General

1. These Bye Laws are notified under the provisions of **Article 50** of the Memorandum and Articles of Association of the Kasauli Club Ltd, Kasauli.
2. These shall supersede all earlier Bye Laws as amended from time to time. These Bye Laws are to be read in conjunction with the Memorandum & Articles of Association of the Kasauli Club Ltd.

Governing Body

3. Under the provisions of **Article 48** of Memorandum and Articles of Association, the Executive Committee shall be Governing Body of the Kasauli Club Ltd. On all matters pertaining to general administration of the Club, the decision of the Executive Committee shall be final except where specifically stated in the Memorandum and Articles of Association or the Bye Laws of the Club .
4. In matters pertaining to redress of grievances of any member, the decision of the General Body of the House shall be final and binding (refer **Article 82**).
5. The Executive Committee shall nominate duties either to Sub Committees or to individual members of the Committee. It may also co – opt any member of the Club as part of any special subcommittee (refer **Articles 53 &54**).

Timings

6. Club shall be functional on all the seven days in a week. However the Secretary shall arrange one day off per week by rotation to each employee or any other staff engaged by the Club. Duty hours and duty days will be staggered under arrangement of the Secretary in such a way that it does not affect the smooth functioning of the club.

7. The Club timings shall be as under:

Winters : 8:30 A.M to 10:30 P.M

Summers : 8:30 A.M to 11:00 P.M

8. Timings for various facilities of the Club shall be displayed on the Notice board of the Club.

9. The Chairman/ Secretary shall have the discretion to allow the Club to function beyond the laid down timings, as may be necessary on certain occasions.

Service Conditions for the Staff

10. Service conditions for the staff are as given in the Terms & conditions of the Employees, to be signed by the employee at the time of employment.

Dealing with Employees / Staff of the Club

11. No members shall abuse or admonish any employee or staff member of the Club. Complaints if any shall be brought to the notice of the Secretary for further action deemed appropriate/ necessary. Serious cases of indiscipline or any misdemeanor on the part of any employee shall be brought to the notice of Executive Committee for their decision.

12. No employees or staff of the Club shall be given any gifts (in cash or kind). Any member who wishes to give gratuity or any cash reward should pay it through the Club by crediting the amount to the common Gratuity Fund/Tip Box kept at the reception counter. Amount so realized shall be distributed to the staff by the Secretary.

13. Members are requested not to indulge in giving direct tips/gifts to Club employees in the interest of better service to all members of the Club.

14. All employees or staffs of the Club are forbidden to accept any tips/gifts in kind. Any employee indulging in such practice shall render himself liable for dismissal from service. Any amounts received should be deposited in the Common fund.

Maintenance of Complaint Register/Suggestion Book

15. Any complaint or suggestion may be brought to the notice of Executive Committee through the complaint register / suggestion book. At each meeting of the Executive Committee, the Secretary shall apprise the Executive Committee about all the entries made by any member in such a Register since the last meeting of the Executive Committee.

Club Property

16. No items of property of the Club shall be borrowed for private/ personal use outside the club premises.
17. If any member (or his guest or dependent) breaks any item of Club property he shall be liable to pay for the full value of the set plus transportation charges for procuring the item. In case the damage is intentional, then in addition to paying the above said charges, the member shall render himself liable to disciplinary action or penalty as deemed appropriate by the Committee.

Notice Board

18. A notice shall be displayed on the Notice Board only after approval by the Chairman/Secretary.

Club Identity Card

19. All members and dependents shall be required to obtain the Club identify card (smart card) and produce it for verification whenever asked by receptionist, club office staff or while signing the members register or signing credit memo/chits.

Pre-fix Alphabet/Letter for various categories of Membership Nos

20. Membership Nos. for various categories of members will be pre-fixed by the following letters/alphabets:-

| | | |
|-----|--|-----|
| (a) | Permanent Member. | - P |
| (b) | Senior Citizen - Honorary Member | - S |
| (c) | Lady Subscriber/Spouse Member- Widow/Widower of member | - L |

| | | |
|-----|--|-----|
| (d) | Distinguished Persons -Honorary Member | - H |
| (e) | Life Member | - M |
| (f) | Green CardHolder | - G |
| (g) | Temporary Member | - T |
| (h) | Corporate Member | - C |
| (j) | NRI Member | - N |
| (k) | Tenure Member | - U |
| (l) | ARM | - R |

Smart Card

21. All transactions will be through smart cards since Club billing system is fully automated. Therefore it is obligatory on the part of the members to carry their membership Smart card in order to avail the facilities of the Club. Members shall not insist for service without their Smart cards. Members are requested to have adequate credit balance in their account since no credit facility is available in the Club.

Debit/ Casual Card

22. Casual members who are visiting the Club for a short period are required to get Debit/Casual card at the reception for their transactions at Bar & Restaurant, on completion of formalities as per laid down procedure of the Club. Amount of Rs 200/- will be taken as refundable security for the Card which will be paid on return of the card. Validity of Debit/ Casual card will be for one day. If Debit/ Casual card is not returned by the members, the amount lying in the Card will be forfeited.

Dress Code

23. All members and their guests visiting the Club are requested to strictly follow the following dress code:
Formal Dress for Gents:
- (a) Lounge Suit / Safari Suit / Combination / Blazer / Nehru Jacket.
 - (b) Shirts tucked in with trousers.
 - (c) Turban for Sikh Gentlemen.
 - (d) Leather Shoes with Socks.

National Dress

- (a) Kurta with collars and buttoned down cuffs with Churidar pyjamas with Waist coat / Achkan / Jacket (Pyjamas not allowed).
- (b) Leather Shoes with Socks (No Sandals / Chappals).

Informal Dress for Gents

- (a) Shirts with collars (including Chinese collars) and tucked in with trousers.
- (b) T-Shirt with collars and tucked in with trousers / jeans.
- (c) Shoes with Socks. (No Sports Shoes)
- (d) Turban for Sikh gentlemen/ Patkas for school going children.

Dress Code for Ladies

- (a) **Formal** Sarees / Suits / Formal trousers and Coat.
- (b) **Informal** Ladies are requested to adhere to a decent dress wear.

Dress items NOT allowed inside the Club premises

- (a) T-Shirts without collars/ round neck / Torn Jeans.
- (b) Tracksuits / Jogging / Bermuda Shorts & Sports Shoes.
- (c) Mini Skirts / Shorts for ladies.
- (d) Slippers / Chappals and Sandals.
- (e) Patkas / Caps for Sikh gentlemen.
- (f) Shoes without Socks.
- (g) Sports shoes are NOT permitted inside the Bar after 7:00 PM for both Ladies and Gents.

Note

- (a) Any individual who is found to be violating the Dress Code shall not be permitted to enter the Club premises. Leather Shoes for changing and T shirts with collars for purchase are available at the Reception.
- (b) Appropriate sportswear both for ladies and gents is permitted in the outdoor/ indoor Sports area, front Court yard and Wash rooms till 8 PM only.

Guests

24. The following rules shall be observed by members for introducing guests:
- (a) Individuals who are unlikely to meet the criteria for becoming members of the club as per **Article 5** of the club shall not be introduced as guests by any member.
 - (b) Introducing members will ensure proper dress code of their guests.
 - (c) Introducing member shall be responsible for entering the names and address of the guests with his own name in the Guest register/Visitors Book kept with the reception/Assistant Secretary. The entry of outstation guest will be restricted to a maximum of seven days in any calendar month.
 - (d) A member can introduce only four accompanied guests in the month of June and six accompanied/unaccompanied guests rest of the year.
 - (e) Accompanied guests charges will be levied @ Rs 60/- (plus GST) per guest and for children above 12 years of age.
 - (f) Members who are introducing the unaccompanied guests will brief the guests about the rules and regulations of the Club. If unaccompanied guests do not adhere to the rules and regulations of the Club, then action will be taken against the introducing member, as considered appropriate by the Executive Committee.

Accounts

25. **Closing of Accounts.** Club accounts will be kept up to date at all times. Accounts for the preceding month will be closed by 5th of the (next) month.
26. **Audit by CA.** Accounts for a financial year will be got audited from the Chartered Accountant within 120 days of the end of financial year.
27. **Internal Audit.** Internal audit of the Club accounts will be got done at the end of each quarter from a qualified auditor/chartered accountant. The quarterly audit report will be placed before the Executive Committee for their perusal and further directions. It will be ensured that 100% bills, receipts and other related documents are

placed before the auditors for this. Secretary and the Chairman Finance Sub-Committee will keep a tab on this for timely compliance.

28. **Details of Accounts for AGM.** While issuing notice for convening of Annual General Body meeting details of accounts will be prepared to include audited accounts for financial year ending 31st March. The un-audited accounts/cash flow for the period 1st April up to end of month preceding the month in which the notice for the AGM is issued, will be made available for scrutiny by the members at the AGM.
29. **Encashment of Cheque.** Cheques will be deposited in Club account only. Bank charges so levied will be debited from member's account.
30. **Mode of Payment.** The Secretary may not give any cash as advance to any member or employee / staff except for making purchases for the Club. All payments will normally be cleared by an account payee cheque. In case of cash transaction above Rs 10,000/-, details will be put up to the Executive Committee.
31. **Operating of Bank Account/FDs.**
 - (a) **Joint Operation of Accounts.** All accounts of Club including fixed deposits etc shall be operated jointly by the Secretary and the Chairman. If the Chairman or Secretary is required to be away from Kasauli for official duty or leave or any other reason, which entails his absence for more than seven days, in that case the bank account of the Club may be jointly operated by the Chairman and the Vice Chairman or by the Secretary and the Vice Chairman for that specified period of absence of the Chairman or the Secretary (as applicable).
 - (b) **Investments:** All available funds will be invested with due care. Executive Committee will oversee this aspect with full deliberation.
32. **Financial Powers:** In order to ensure full transparency before incurring any expenditure, it would be desirable that any proposal for incurring expenditure is placed before the Executive Committee for their consideration and approval. However in order to ensure smooth functioning of the Club, where sufficient time is not available for placing such a proposal before the Committee and where the delay may result in serious impediment in the smooth and efficient functioning it is desirable to delegate the financial powers to various members of the Committee. The financial powers will be as under:

- | | |
|--|---|
| (a) Executive Committee | - Up to Rs. 15 Lakhs. (Rs Fifteen Lakhs) |
| (b) Chairman | - Up to Rs. 5 Lakh (Rs Five Lakhs) |
| (c) Honorary /Executive Secretary | - Up to Rs. 25,000/-(Rs Twenty Five Thousand) |
| (d) Chairman Construction Sub-Committee | - Up to Rs. 25,000/-(Rs Twenty Five Thousand) |
| (e) Chairman Housekeeping Sub-Committee | - Up to Rs. 25,000/-(Rs Twenty Five Thousand) |
| (f) Chairman Food& Beverages Sub-Committee. | - Up to Rs. 25,000/- (Rs Twenty Five Thousand) |

Notes

- (a) All expenditure above Rs. 15 Lakh (Rs. Fifteen Lakhs) will be placed before the General Body (House) during the AGM/EGM for prior approval.
- (b) Bills for particular items will not be divided into parts to bring the expenditure within the financial powers stated above.
- (c) All expenses incurred under the above financial powers will be placed before the Executive Committee for their information.

Insurance of Club Premises and Property

33. The Secretary will ensure that the Club premises and property are kept insured against fire, theft and damage due to natural calamities (fire/earthquake,storm etc) for its full value and that the insurance is renewed in time. The Insurance proposal including its renewal will be placed before the Executive Committee for their perusal, before and after the insurance is effected to cross check against any mistakes/omissions after due scrutiny by Finance Sub Committee.

Payments by Members

34. The Club shall not be responsible for any payments made in cash unless an official receipt is obtained.

Clearance of Bills

35. All Club bills will be paid by the 30th day of the month in which they are incurred. Members who fail to settle their bills within 30 days of the date of issue of bill, a penalty of 10 percent will be chargeable for every delay of 30 days on a cumulative basis from the date of bill. Members with outstanding bills shall be liable to be deprived of his/ her membership of the club under **Articles 35 to 39** at the discretion of Executive Committee. All members will therefore ensure that they have sufficient funds in their accounts at all times. There is no credit facility available.

Purchase Sub-Committee

36. For any purchases above Rs. 50,000/- (Rs Fifty Thousand only), a Purchase Sub-Committee will be formed/convened by the concerned Chairman of respective sub-committee. No separate specific orders are required to be issued for this purpose.

Investment of Club Funds

37. Club funds will be invested only with reputed banks. {Also refer to Bye Law 31(b)}

Games

38. Lawn Tennis /Badminton/Squash/Table Tennis.

- (a) All members or their guests using the courts should enter their particulars in the register.
- (b) Members are requested to bring their own Racquets. Shuttlecocks will be made available.
- (c) When other members are waiting, the playing members must give a chance to the waiting member also play.

39. Billiards/Pool.

- (a) All members or their guests using the Billiards / Pool should to enter their particulars in the Register.
- (b) When other members are waiting, the playing members must give a chance to them also to play.

- (c) Children below the age of sixteen years are not allowed in the billiards room to play billiards/ snooker.
- (d) Member/Guest/Dependant who causes any damage to any item of billiards equipment shall be responsible to pay the full cost of replacement of the item.

40. Gymnasium.

- (a) Children below 12 Years of age NOT permitted.
- (b) Ensure proper workout kit to be worn.
- (c) Slippers/Sandals are NOT allowed.
- (d) Inform Club staff before entry and make entry in the register.
- (e) Club management will NOT be responsible for injury.
- (f) Max usage of an apparatus for 20 minutes only.

41. Cards.

- (a) No eatable/ glasses/ plates will be placed on the cards table. Defaulter members will be fined.
- (b) Bridge Stakes. Not exceeding Rupees 10 per point.
- (c) Rummy Stakes. Not exceeding Rupees 2 per point.

42. Tambola.

- (a) A proper record of collections and prize money given will be maintained by the Assistant Secretary, Accounts.
- (b) Ten percent of the collection will be diverted to the “snow ball prize” which will be kept increasing after every successive Tambola day, till the snow ball is claimed.

42A **Charges for Utilizing Various Sports Facilities.**

(a) **Lawn Tennis/Badminton/Squash/Gym.**

(i) **Members.**

(aa) Monthly basis

- Rs200/-

(ab) Daily basis

-Rs 25/-perhead

(ii) Casual Members/Guests

-Rs 125/-per head per day

(b) **Billiards/Pool.**

(i) Members

-Rs 30/- per hr

(ii) Casual Member/Guests

-Rs 100/- per hr

(c) **Table Tennis.**

(i) **Members:**

(aa) Monthly basis

-Rs 75/-

(ab) Daily basis

-Rs 20/- per head

(ii) Casual Members/ Guests

-Rs 50/- per head per day

(d) **Cards.**

(i) **Members.**

(aa) Monthly basis (regular player)

-Rs 150/- per month.

(ab) Nonregular player

-Rs 20/-per head per day

(ii) Casual Members/ Guests

-Rs 50/-per head per day

42B **Sauna & Steam Bath.**

(a) **Instructions.**

(i) All members / guests using the facility, to enter their particulars in the Register.

- (ii) The following are not permitted.
 - (aa) Members suffering from Sugar, BP and Asthma.
 - (ab) Pregnant Ladies.
 - (ac) Children below 18 years.
- (iii) Four persons are allowed to use the facility at a time.
- (iv) This facility will not be used after consumption of liquor.
- (v) A Member / Guest may use this facility maximum for 15 to 20 minutes only.

(b) Charges for 20 minutes usage.

- (i) Permanent & Senior Citizen Members - Rs 100/-
- (ii) Other Category Members - Rs 150/-
- (iii) Guests - Rs 300/-

(c) Timings.

| Category | Morning | Evening |
|----------|----------------------|----------------------|
| Men | 08:00 AM to 10:00 AM | 05:00 PM to 07:00 PM |
| Women | 10:00 AM to 12:00 PM | 03:30 PM to 05:00 PM |

Residential Accommodation.

43. The following rules will apply for Residential accommodation in order to ensure a better satisfaction level, the booking policy will be as under:-

(a) Booking Policy.

- (i) Online booking can be done 60 days in advance inclusive of booked period.
- (ii) Each member can book only two rooms at a time except in May and June when only one

- room for self occupation will be booked and priority given to Priority – 1 members.
- (iii) Room can be booked for a maximum of 7 days per month, extendable upto 10 days if available at that time. In the month of June, Sanawar Week and Khushwant Singh Litfest booking will be controlled by the management.
 - (iv) Room booking will be confirmed only after full advance payment is made.
 - (v) Priority for accommodation is as under :-
 - (aa) Priority I - Permanent, Spouse and Senior Citizens.
 - (ab) Priority II - Honorary, Life, Temporary, Green Card, NRI & Corporate.
 - (ac) Priority III - Guests of Members

(b) Cancellation Policy for the month of May, June & October.

- (i) Upto 7 days notice – no cancellation charges.
- (ii) 7-3 days notice – 50% of 1 days charges per room.
- (iii) Less than 3 days notice – 100% of 1 day charges per room will be deducted.

(c) Cancellation Policy for rest of the months.

- (i) Upto 3 days notice – Full refund.
- (ii) Less than 3 days notice – 100% of 1 day charges will be deducted.

**ARCADIA, SHANGRILLA, SNOW VIEW, COURT VIEW-I & II, HONEYMOON-II
& CAPITAL VIEW LOWER I & II**

| Categories | Room Rent | Total |
|------------------------------------|--|-------------|
| Permanent Member & Senior Citizens | Rs 700 (inclusive 8% incentive charges) | Rs 700.00 |
| Other Category Members | Rs 850 (inclusive 8% incentive charges) | Rs 850.00 |
| Accompanied Guest | Rs1500 (inclusive 8% incentive charges) + GST 12% | Rs 1,680.00 |
| Unaccompanied Guest | Rs 2,300(inclusive 8% incentive charges) + GST 12% | Rs 2,576.00 |

COURT VIEW III & IV, HONEYMOON - I AND CAPITAL UPPER - I & II

| | | |
|------------------------------------|---|-------------|
| Permanent Member & Senior Citizens | Rs 990 (inclusive 8% incentive charges) | Rs 990.00 |
| Other Category Members | Rs 1350 (inclusive 8% incentive charges) + GST 12% | Rs 1,512.00 |
| Accompanied Guest | Rs 2,000 (inclusive 8% incentive charges) + GST 12% | Rs 2,240.00 |
| Unaccompanied Guest | Rs 2,495 (inclusive 8% incentive charges) + GST 12% | Rs 2,795.00 |

- * Other category members include Spouse (L) Life (M) Temporary (T) Honorary (H) Green Card (G) NRI (N), Corporate (C) Tenure (U) Resident Member(R)
- * Electricity Charges will be as per actual consumption.

Entry in the Register.

44. It is incumbent on the part of every allottee to inform the office and make entry in the register regarding the number of individuals including children/guests sharing their accommodation or introduced for the day. Failure to comply with these instructions will render the member liable to a penalty of Rs 1000/- per head per day and disciplinary action as deemed fit by the Executive Committee.

Penalty for Violation of Above Rules.

45. Violation of the above rules will mean imposition of penalties as under:
- (a) Unauthorized adults - Rs 1000/- per head per day
 - (b) Children 12 to 21 Years - Rs 500/- per head per day

Security Deposit.

46. Guests of members who are allotted accommodation except entitled members will pay Rs 1,000/- as security deposit to make good any loss/damage etc besides full rental in advance on occupying the room.

Issue of Lock & Key

47. Club will supply a lock having two keys, one of which will be retained by the club and other given to the members. This is to ensure access to the room in case of fire or any other calamities, when allottee is absent and premises are locked.

Provision of Bedding/ Extra Linen

48. Extra bedding may be provided by the club to the occupants subject to availability, on payment of Rs 100 & Rs 200/- for extra bedding per day for members and guests respectively. These charges will be in addition to the room rental charges.

Any Unallotted Accommodation

49. Unallotted accommodation will be available to the Club for allotment on daily basis.

Priority for Allotment of Club Accommodation

50. In the months of May and June allotment will be strictly restricted to Priority I members. Accommodation may be allotted to others if lying vacant. A member can only book one room at a time in the month of May and June for maximum of 07 days only. In the remaining part of year allotment will be in the following order of priority:-
- (a) Permanent, Spouse & Senior Citizen Members - P-I
 - (b) Life, Green Card, Temporary, Honorary, NRI & Corporate members - P - II
 - (c) Guests & members of Shimla ADC - P - III
 - (d) Priority III members may be considered for allotment of accommodation on daily basis if it is lying vacant.

Accommodation for Kasauli Week , Sanawar Week & Khushwant Singh Litfest (KSLF)

51. The management will allot rooms for Kasauli Week , Sanawar Week and Khushwant Singh Litfest (KSLF) as per the following rules:-
- (a) Allotment of accommodation will be as per the Booking policy (refer **Bye Law 43**)
 - (b) Allotment to Priority I category members will be on basis of accommodation availed in last three years. Priority II members may be allotted accommodation if available after allotment to P-I category of members.

Cancellation of Allotment

52. If any member is found to be violating any rules, regulations and Bye - Laws of the club, the Executive Committee / Secretary shall have the right to cancel the allotment of accommodation to such a member.

Children / Dependants

53. (a) Children below 21 years of age will be considered as dependant.
- (b) Children below 21 years of age will not be allowed in the bar.
- (c) Children (of members) who are below 12 years of age will come to club only when accompanied by either of parent.
- (d) Children below 5 years of age (except infants) will not be allowed inside the main club premises; they will be confined only to the Children's room of the main club building.
- (e) Children above 12 years and below 21 years of age should be in possession of Dependents Card issued by the Club. Those not found to be registered as dependents or guests are liable to be charged a penalty of Rs 1000/- per day.
- (f) The Committee shall have the right to cancel / terminate dependent membership in case the conduct/ behavior of such dependant is not in conformity with conduct expected in the Club.

Dogs and Pets

54. Dogs and Pets are not allowed within the club premises (including residential accommodation).

Private Servants and Ayahs

55. Private servants, car drivers, attendants and ayahs are allowed only in the Children Room. Prior permission of Secretary will be necessary to bring private servants/ Ayahs to avoid congestion and over crowding. It shall be the duty of the members to instruct their servants to confine themselves to or such specified areas as decided by the Executive Committee/ Secretary of the Club.

Smoking

56. Consequent to the bar imposed by Supreme Court of India on smoking in public places, smoking will only be confined to residential accommodation and special smoking area, so specified any. Defaulters will render themselves liable to fine of Rs 1000/- for first default. For subsequent default, members will be liable to action as deemed appropriate by the Executive Committee. **“NO SMOKING”** boards will be prominently displayed at various places in all rooms of main Club building.

Bar

57. No drinks or snacks shall be supplied from the Bar by the Bearer, until the member who gives the order has paid for the same. Self service is encouraged at the Bar.

Catering

58. The members are requested to apply in writing for booking of Hall for parties. With the permission of the Secretary, a member may book designated areas of the Club for a private party. Any gathering of more than 15 persons will be considered a party and will be organised on first floor or the Ball room, depending on the strength. Charges may be revised by the Secretary with approval of the Executive Committee. The present charges are as under :-

Charges for Hosting of Parties at the Club

(a) Party Hall Charges.

| Particular | Charges for strength less than 50 | Charges for strength more than 50 |
|-------------------------|--|--|
| Member's party | Rs 1000 /- inclusive taxes Plus Guest Charges | Rs 2000 /- inclusive taxes Plus Guest Charges |
| Party of Member's Guest | Rs 5000 /- inclusive taxes | Rs 10000/- inclusive taxes |

(b) Additional Staff Charges for Parties.

| Extra Staff | 20 to 50 persons party | Extra charges to be paid by member | 51 to 75 persons party | Extra charges paid by member for party | 76 & above persons party | Extra charges to be paid by member |
|-------------|------------------------|------------------------------------|------------------------|--|--------------------------|------------------------------------|
| Cook | 1 | 400 | 1 | 400 | 2 | 800 |
| Cook Helper | 1 | 300 | 1 | 300 | 1 | 300 |
| Waiter | 2 | 600 | 3 | 900 | 4 | 1200 |
| Masalchi | 1 | 300 | 1 | 300 | 1 | 300 |
| Total | | Rs 1600 + Taxes | | Rs 1900 + Taxes | | Rs 2600 + Taxes |

Note: Party will be permitted only if the member who has applied is present.

Eatables

59. Members, their dependants and guests are not allowed to bring their own eatables, beverages or alcoholic drinks in the club premises, except for use in the residential rooms allotted to them, if any.