

**BYE-LAWS &  
RULES AND REGULATIONS  
OF**

**(Estd. 1897, Incorporated under Act XXI of 1860)**

**UPDATED TO 14.01.2023**

28, Club Road, Srinivasa Nagar, Chetpet,  
Chennai – 600 031

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# **The Malayalee Club**

**(Estd. 1897, Incorporated under Act XXI of 1860)**

## **BYE – LAWS**

(Incorporating all Amendments upto and inclusive of 14.01.2023)

### **NAME**

1. The Name of the Club shall be “The Malayalee Club, Madras”

### **LOCATION**

2. The Registered Office of the Club shall be situated at its premises No. 28, Club Road, Srinivasa Nagar, Chennai – 600 031.

### **AIMS AND OBJECTIVES**

3. The aims and objectives of the Club shall :
  - (i) To afford to its members the privileges, advantages and amenities of a Club.
  - (ii) To promote and encourages Arts, Literature, Education and Culture of Kerala.
  - (iii) To promote and encourage athletics, sports, games and fine arts.
  - (iv) To provide facilities for social interaction among the members.
  - (v) To purchase, hire or otherwise acquire any movable or immovable properties for the purposes of the club if necessary, by borrowing or raising money by the issue of bonds, Debentures, Bills of Exchange, Promissory Notes or other obligations or securities of the Club or by mortgaging of all or any part of the property of the Club and to sell and dispose of the same.
  - (vi) To provide social services in general.

- (vii) To do all such other things as are incidental or may be thought conducive to the attainment of the above objects or any of them.

Note: However, the Club shall not take part in political activities.

## **MEMBERSHIP**

4. Any person who is a Malayalee by parentage or language and not below eighteen years of age is eligible for ordinary membership.
5. (a) The membership of the Club shall consist of following Categories:
- i. Ordinary Members
  - ii. Associate Members
  - iii. Institutional Members
- (b) The ordinary members shall be classified as follows:
- (i) Resident Members
  - (ii) Non-resident Members
  - (iii) Life Members
  - (iv) Non-resident Life Members
  - (v) Senior Members
  - (vi) Non-Voting Resident Members

The term "Members" unless otherwise specified means ordinary member.

- (c) A Resident Member is one who ordinarily resides in the Metropolitan limits of Chennai and its suburbs and pays Subscription of Rs. 2000 in advance for the whole of each official year with effect from 1st April 2019.
- (d) A non-resident member is one who ordinarily resides outside the Metropolitan limits of Chennai and its suburbs and pays an yearly subscription of 50% of the subscription of Resident Member for each official year in advance.

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Clauses 5(c) were amended vide Resolutions passed by the members of the Club at the 119th Annual General Meeting held on 17th June 2018.

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- (e) A Life member is one who Pays a Membership of Rs. 3,00,000/- (Rupees Three Lakhs only) in lumpsum. However for a non-resident life member, the membership fee will be Rs. 2,25,000/- only. Eligible spouse and children of a Life Member need pay only 50% of the prevailing Life Membership Fee.
  - (f) A Senior Member is one who has been a Member of the Club for a minimum of thirty years continuously. A senior member shall not pay any yearly subscription.
  - (g) A Non-Voting Resident Member is one who ordinarily resides in the Metropolitan limits of Chennai and its suburbs and pays subscription of Rs. 2000/- in advance for the whole of each official year. Such member shall be entitled to all amenities of the Club, but shall not be eligible to vote at General Body Meetings or to hold any office in the Club with effect from 1st April 2019.
6. (a) An Associate Member is one who not, being eligible for Ordinary Membership, pays a subscription of Rs. 2000/- in advance for a whole year. Such member shall be entitled to all amenities of the Club, but shall not be eligible to vote at General Body meetings or to hold any office in the Club with effect from 1st April 2019.
- (b) There shall be a class of membership called Institutional Membership limited to 100 members with the following conditions. It shall be open to Firms, Companies, Banks and Public Sector undertakings to sponsor their Executives resident in Chennai for membership of the Club as Institutional Members, not exceeding twelve nominees per Institution/ Institutional membership shall be valid for a period of 20 years. Institutions desiring to sponsor their nominees shall apply to the Secretary in the prescribed form and such application shall be subject to

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Clauses 5(g) were amended vide Resolutions passed by the members of the Club at the 119th Annual General Meeting held on 17th June 2018.

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Clause 6(a) was amended vide Resolutions passed by the members of the Club at the 120th Annual General Meeting held on 15th December 2019.

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approval by the Executive Committee, The institution shall pay an entrance fee of Rs. 3,00,000/- for a single nominee, Rs.5,00,000/- for two (2) nominees or Rs. 8,00,000/- for every 4 nominees, it proposes to sponsor. An institution can terminate the membership of its nominee and sponsor any other Executive in that vacancy. No further Entrance fee shall be charged in respect of such succeeding nominee until the expiry of a period of 20 years from the date of initial admission of the nominees sought to be replaced by the Institution. Institutional members shall pay the same annual membership subscription as applicable to Resident Members and the Institution concerned shall be responsible for payment of such members dues. Institutional members shall not have the right to propose or second any candidate for election, or to vote on any occasion or sign any requisition for General Meetings or be eligible for serve on the Executive Committee.

7. (a) Every application for Membership of the Club shall be in the prescribed form signed by the applicant and recommended by two members and shall be submitted to the Secretary on intimation of admission, the applicant for ordinary membership (Other than non-Voting Resident Membership and Associate Membership) shall pay an entrance fee of Rs. 1,00,000/- (Rupees One Lakh only) and pay Rs. 5,000/- (Rupees Five Thousand only) towards Building Fund. The applicants for non-voting Resident Membership shall pay an Entrance Fee of Rs.60,000/- (Rupees Sixty Thousand only) while the applicant for Associate Membership shall pay an entrance fee of Rs.3,00,000/- (Rupees Three lakhs only). However, defence personnel (Serving or Retired) and those who have won National Awards or Recognition from the Govt. of India in the

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Clauses 6(b) and 7(a) were amended vide Resolutions passed by the members of the Club at the Extraordinary General Meeting held on 30th March 2014.

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fields of Literature, Fine Arts, Cultural activities or Sports and Games shall be required to pay only 50% of the Entrance Fee pertaining to the Class / category of membership to which they are admitted.

In the event of death of an Ordinary member, any one person amongst his/her spouse or child above 18 years of age shall be entitled to apply for transfer of membership in his/her name upon payment of a Transfer Fee of Rs. 5,000/-. Such Transferee, upon admission, shall be enrolled as a Resident member and shall be liable to pay the Annual subscription as applicable to Resident Members.

Similarly, if any ordinary member so desires, he/she may apply for transfer of his/her membership to any one person being his/ her spouse/child/ child's spouse, who shall be a Malayalee above 18 years of age. Such transferee, upon admission after approval by the Executive Committee, shall be enrolled as a Resident Member on payment of a Transfer Fee of Rs.5,000/- and shall also be liable to pay the Annual Subscription as applicable to Resident Members from time to time.

- (b) No member shall be entitled to vote unless he is in the Register of members of the Club continuously for atleast one year as a voting member.
  - (c) If any Member is in arrears of subscription he/she will be entitled to clear arrears only after payment of penalty of Rs. 10/- per month of default; a grace period of one month time for payment of subscription without penalty, will be allowed
8. If a Resident member is either transferred to or changes his residence to the moffussil and so signifies in writing, the Executive Committee can treat him as a Non-resident Member on payment of the subscription payable by a non-resident Member on application. In case such a member had already paid his subscription as Resident Member on yearly basis, he/she will be considered as a non-resident member from the date of expiry of the subscription already paid.

9. If a non-resident member visits the Club for more than ten days in a month he/she shall pay a further subscription of Rs. 20/- for that month.
10. No member having voting rights shall be entitled to vote at any meeting of the Club, or stand for election or nominate others for any office, if he/she is in arrears of subscription for three months or more, or has not paid any other amount due to the club on the day of the meeting, election or nomination, provided that he/she shall be declared eligible to do so, if he/she pays up his arrears with penalty before the time fixed for the meeting or the election of the nomination.
11. A member wishing to resign from the Club must give notice thereof in writing to the Secretary and must pay all subscriptions and other dues, if any, due to the Club at the time of his/her resignation. Any member who had so resigned may be re-admitted as a new member.
12. The Secretary shall demand of any member who is in arrears of subscription and other dues to the Club for three months or more, to settle his/her account with 15 days from the date of such call and should his/her account not be settled by that period, his/her name shall be posted as a defaulter in the Club Notice Board, the defaulting member being at the same time duly notified of the fact. Should such member within 15 days of such intimation fail to pay the subscription due with penalty, his/her name shall be removed from the register of members. The cause of such removal shall be recorded against the member in the records of the Club. Any such defaulter may, however, be reinstated as a new member by the Executive Committee on such terms as to payment of arrears due by the member and a fresh Entrance fee, ruling at the time of re-admission.
13. (a) In the event of the conduct of any member in or out of the Club being injurious to the character or the interest of the club and in case of any infraction of the rules or bye-laws of the Club, such circumstances shall be taken immediate cognizance of by the Secretary, who after giving the member concerned a reasonable opportunity to offer any explanation which he/she has or proposes to tender, shall forward such explanation for the consideration at a meeting of the Executive Committee

specifically concerned for the purpose. The Executive Committee shall take appropriate action and if necessary suspend the member from enjoying the privileges of membership of the club by a decision of Two-Third majority of the members present and voting, pending decision of the General Body. The Executive Committee shall thereafter forthwith convene an Extra-ordinary General Body meeting. If, by a two-third majority of the members present and voting, the General Body resolves to expel the member concerned his/her membership shall be terminated. Such members shall not be eligible to become members of the Club or attend the Club as Guests.

- (b) If the member against whom action is to be taken happens to be a member of the Executive Committee, such member shall not be entitled to vote at the meeting of the Executive Committee in which the matter against him is taken up.
- (c) If any such member is suspended he shall cease to be a member of the Executive Committee till the decision of the General Body.

14. Membership of the Club shall terminate:

- (i) By voluntary resignation vide Bye-law 11
- (ii) By removal from register of members for non-payment of arrears after being posted as a defaulter vide Bye-law 12.
- (iii) By expulsion vide Bye-law 13(a)
- (iv) On proof of insanity or contagious disease.

As an exceptional case, in order to shore up the finances of the Club and to meet the bank liability, the Special Membership drive adopted by the EC were ratified by the AGM held on 14th January 2023 as per details given below :

- a) Special membership drive at Special rate of Memberships as detailed below (Inclusive of GST) from 15th June 2022 to 31st July 2022;
  - (i) Resident Membership - Rupees 1.00 lakh;



- (ii) Life Membership - Rupees 3.00 Lakhs;
  - (iii) Corporate Membership - Rupees 3.00 Lakhs; (Valid for 20 Years)
  - (iv) Standing Membership - Rupees 1.00 Lakh; (Valid for 9 Years)
- b) Special membership drive at Special rate of Memberships as detailed below ( exclusive of GST) from 1st August 2022 to 30th September 2022;
- (i) Resident Membership - Rupees 1.00 lakh;(Plus GST @18%)
  - (ii) Life Membership - Rupees 3.00 Lakhs;(Plus GST @18%)
  - (iii) Corporate Membership - Rupees 3.00 Lakhs;(Plus GST @18%)  
(Valid for 20 Years)
  - (iv) Standing Membership - Rupees 1.00 Lakh;(Plus GST @18%)  
(Valid for 9 Years)
- c) In all the above cases, contribution to Building Fund also will be waived.
- d) Introduction of Privilege cards to mobilize funds:
- Silver Card – For Contributions above Rs. 25,000/-
  - Gold Card – For Contributions above Rs. 50,000/-
  - Platinum Card- For Contributions above Rs.1,00,000/- (Refundable after the end of 5th Year In October 2027 in one Installment).
  - Diamond Card- For Contributions above Rs.3,00,000/- (Refundable after the end of 5th Year In October 2027 in one Installment);
- e) (i) Creating a new Membership Category called Premier Membership for Rs.10 Lakhs
- (ii) Existing life members and resident members can upgrade to Elite Membership till 25.09.2022 by paying a Donation of Rs.5 Lakhs and Rs.7 Lakhs respectively.
- f) Add-on Card to the existing members for Rs.1 Lakh +GST with a locking period of 1 year from the date of purchase after which the same can be transferred once to a third party and the records in the Club to be got changed accordingly.
- g) Standing member can become non-voting Resident member by paying Rs.1 lakh.
- h) Existing Resident member can upgrade to Life member by paying Rs.1 Lakh.

## **PATRON**

15. The Executive Committee shall have the power by unanimous vote, of inviting any distinguished Malayalee to become a Patron of the Club, who will be entitled for all benefits and privileges of membership, except voting rights.

## **MANAGEMENT**

16. The Management of the Club shall vest in an Executive Committee consisting of the following office bearers, viz., President, Vice-President, Secretary, Jt. Secretary, Treasurer and Ten other members.

At each alternate Annual General Body meeting, fifteen members of whom at least two shall be lady members, shall be elected by the General Body and the said fifteen members shall form among themselves elect President, the Vice-President, the Secretary, the Jt. Secretary and the Treasurer only those members having at least 3 years continuous membership of the Club shall be entitled to serve on the Executive committee. The President, the Vice-President, the Secretary, the Jt. Secretary and the Treasurer so elected along with the Ten other members shall form the Executive Committee in whom the Management of the Club shall vest. They shall hold office until the next Annual General Body Meeting at which elections to the Executive Committee are due to be held as above. The immediate Past President and the Immediate Past Secretary shall be invited to all meetings.

16. (a) No Office Bearer, i.e. President, Vice-President, Secretary Jt. Secretary, or Treasure shall serve in the same post for more than two continuous terms of two years each.
17. The Club may sue or be sued in the name of the Secretary.
18. In the absence of The Secretary, the Jt. Secretary, and in the absence of both, the Treasurer, and in the absence of all the three, any one of

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Clause 16 was amended vide Resolutions passed by the members of the Club at the Annual General Meeting held on 08th September 2013.

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the Executive Committee members nominated by the President shall look after the duties of the Secretary or Treasurer as the case may be.

19. If any vacancy occurs in the Executive Committee or in any of the other offices of the Club between two Annual General Meetings, the Executive Committee, if it deems necessary, may co-opt a member to fill up the vacancy until the next Annual General Meeting.
20. No act of the Executive Committee shall be deemed invalid merely by reason of any vacancy existing in the committee at the time of such acts.
21. The Executive Committee shall meet at least once a month.
22. Three clear day's notice shall be given for a meeting of the Executive Committee.
23. The quorum for the meeting of the Executive Committee shall be six.
24. The President, and in his absence, the Vice-President shall preside over the meetings, and in the absence of both the President and Vice-President, the members of the Executive Committee present shall elect a chairperson.
25. The Executive Committee shall exercise all the powers of administration and shall in particular have the following powers:
  - (a) To admit members to the Club and to reject any application for membership without assigning any reason whatsoever.
  - (b) To purchase books for the Club and to subscribe for periodicals.
  - (c) To conduct elections to the new Executive Committee and appoint an Election Officer.
  - (d) To control the expenditure of the Club.
  - (e) To scrutinize all accounts.
  - (f) To supervise the work of all sections of the Club.
  - (g) To remove defaulters from the members' list under Bye-law 12.

- (h) To consider the conduct of any member under Bye-law 13.
  - (i) To be in full control of the Club staff.
  - (j) To appoint sub-committees and to prescribe their working.
  - (k) To make Rules and Regulations which shall not be conflict with any of the Bye Laws passed by the General Body.
  - (l) To do all the other acts which are necessary in the day-to-day administration of the Club including repair and maintenance and in furtherance of objects
26. Unless otherwise provided in these Bye-laws, all decisions of the Executive Committee shall be by a simple majority of votes. In the event of a tie, the presiding member shall have a casting vote.
27. In case of emergency of executing any work, sanction may be obtained from the members of the Executive Committee by circulation.
28. Any member of the Executive Committee failing to attend three consecutive meetings will forfeit his/her seat in the committee. But the Committee shall have the power to reinstate him/her by a majority decision on a written request from the member concerned. The committee shall have the power to reinstate him/her a second time also at his/her own request in writing and by the unanimous resolution of the Committee.
29. The Secretary and Treasurer shall be Ex-officio members of the sub-committee and any decision taken in the meeting of the sub-committee without duly inviting them will not be valid.
30. The Secretary shall, at the written requisition of not less than five members of the Executive Committee, convene a meeting of the Committee within five days of receipt of such notice, to consider any subject mentioned in the requisition.

### **DUTIES OF OFFICE BEARERS**

31. The President shall have general control over the affairs of the Club. He shall when present, preside at all the meetings of the General Body and of the Executive Committee.

32. The Vice-President shall in the absence of the President exercise his power and shall also preside at all the meetings of the General Body and the Executive Committee.
33.
  - (a) The Secretary shall be the Chief Executive officer of the Club.
  - (b) He shall transact all official business of the club.
  - (c) Be in charge of all the properties of the Club, including its correspondence, files, minutes and ensure the decisions of the General Body/ Executive Committee etc., are carried out.
  - (d) Call meetings of the General Body and the Executive Committee.
  - (e) Submit an Annual Report on the working of the Club to the Executive committee who after considering the same shall present it to the General Body at its Annual Meeting.
  - (f) Shall stop any or all activities of the Club in the case of emergent situations /bundhs which shall be ratified in the meeting of the next Executive Committee.
34. The Jt. Secretary shall assist the Secretary in all matters relating to Club activities and look after the duties of the Secretary during his absence.
35. The Treasurer shall
  - (a) Keep register of members and shall maintain a true and proper account of receipts and expenditure of the Club.
  - (b) Submit an audited monthly statement of account to the Executive Committee and an audited annual statement of account and Balance Sheet to the General body through the Executive Committee.
  - (c) Prepare a budget for the ensuing year to be placed before the General Body through the Executive Committee containing also the receipts and expenses upto the date of the Executive Committee meeting.
  - (d) Grant receipts for all payments received and maintain proper vouchers for payments made.
  - (e) Supervise all the accounts of the Club and its sections.

36. The Bank accounts of the Club shall be operated on behalf of the Club jointly by the Treasurer and any one amongst the President and the Secretary.
37. The immovable properties of the Club shall not be sold, leased, mortgaged or otherwise disposed of except with the consent of the General Body accorded at a meeting by a majority of three fourth of the members present and eligible to vote.

### **GENERAL BODY**

38. The final authority in all matters relating to the administration of the Club shall be the General Body.
39. The Annual General Body meeting of the Club shall be held ordinarily in the month of June every year.
40. Twenty one days notice shall be given for a meeting of the General Body.
41. The following among others, will form the agenda for the Annual General Meeting:
  - (i) Consideration of the Annual Report and the Audited statement of accounts and balance sheet for the previous year ending 31st March.
  - (ii) Consideration of the Annual Report of the Auditor.
  - (iii) Declaring the members of the Executive Committee for the ensuing year as a result of the election conduct.
  - (iv) Consideration of the budget for the ensuing year.
  - (v) Election of monthly auditor/ internal auditor and also an annual auditor for the ensuing year.

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Clause 36 was amended vide Resolutions passed by the members of the Club at the Annual General Meeting held on 19th June 2019. The earlier clause shall be read as “The Bank Accounts of the Club shall be operated on behalf of the Club jointly by any two amongst the President, Secretary and Treasurer”.

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- (vi) Consideration of alteration or amendment of the existing Bye Laws of the Club.
  - (vii) Consideration of any other business or resolution of which due notice has been given.
42. The Executive Committee may of its own motion and shall at the written request of not less than 70 members convene an Extra-Ordinary General Body Meeting of the Club for considering any specified subject or subjects within 30 days from the date of receipt of the Notice.
43. (a) The quorum for all meetings of the General Body shall be Seventy.
- (b) If within half an hour from the time appointed for holding a General Body Meeting, a quorum is not present, the meeting if called upon the requisition of the members shall stand dissolved; in any other cases the meeting shall stand adjourned for half an hour and if after such half an hour a quorum is not present, the Members present shall be the quorum.
44. The President and in his absence the Vice-President, and in the absence of both the President and the Vice-President, one of the members elected by the General Body shall be the Chairperson of the meeting.
45. In all matters, unless otherwise provided in these Bye Laws, the decision of the majority shall prevail and, in the case of a tie, the Chairperson shall have a casting vote.
46. The proceedings of every meeting shall be recorded in a book to be kept for the purpose by the Secretary and signed by the Chairperson of the meeting.

## **FINANCE AND ACCOUNTS**

47. The funds of the Club shall be invested in such a manner as the Executive Committee may decide. The Treasurer shall not keep with him any amount exceeding Rupees Two thousand as imprest money unless otherwise authorized by the Executive Committee.

48. Any expenditure of a Capital nature, over Rupees Five lakhs not contemplated in the Budget shall be incurred only with prior approval of the General Body of the Club.
49. The monthly accounts of the Club, and the various sections of the Club if any, shall be audited by the monthly / internal auditor appointed by the General Body, who should be a member of the club.
50. The Annual accounts of the Club shall be audited by a Chartered Accountant by the General Body.
51. Separate accounts shall be kept as to Capital and Revenue of the Club: that is to say there shall be kept:
  - (a) A Capital account specifying the nature and amount of all assets and investments belonging to the club, such account being debited from time to time with all Capital expenditure of the Club:
  - (b) A Revenue account specifying the nature and amount of the annual income and expenditure of the Club.
  - (c) The balance under revenue account shall be carried to the Capital Account at the end of each year after making any provision deemed necessary for reserves or special fund.
52. Every Balance sheet shall be signed by the Secretary and the Treasurer and shall be accompanied by a report of the Executive Committee as to the state of Club's affairs. It shall also have attached to it, or there shall be inserted at the foot of, a reference of the Auditor's report made pursuant to the provisions as to audit hereinbefore contained.
53. A printed copy of the Audited statement of accounts and balance sheet together with the Report of the Executive Committee containing the budgetary proposal for the ensuing year, shall 21 days previous to the meeting, be delivered or sent by post to every member of the club.



## MISCELLANEOUS

54. The Official year of the club shall be from 1st April to 31st March.
55. No payment of Honorarium shall be paid to any member of the Executive Committee for any services rendered.
56. The General Body may either at the Annual General Meeting or any extraordinary general body meeting add to alter or repeal, any of the Bye Laws of the Club, or the Rules Regulations made by the Executive Committee, provided that no By-Laws shall be altered or repealed at a meeting except by a majority of three-fourth of the members present and eligible to vote.
57. The Rules and Regulations made by the Executive Committee shall be put up on the Notice Board of the Club as soon as they are made for the information of the members, and copies thereof shall also be set to all the members. Such Rules & Regulations shall have the same force as the Bye-Laws of the Club until rescinded or modified by a resolution of the General Body.
58. In the event of an extreme eventuality of the club being wound up due to some unforeseen or emergent situations, then this could be done only with 3/4 of the members existing in the Register and eligible to vote, being present in the general body meeting and by a majority of 2/3 of the members so present.

# **THE MALAYALEE CLUB, MADRAS**

## **RULES & REGULATIONS**

1. The meetings of the club shall be conducted either in Malayalam or in English.

### **GENERAL BODY**

2. Any member entitled to vote, by giving three days notice thereof to the Secretary will be entitled to move resolutions or add interpellations at the General Body Meetings.
3. Any member who wishes to move any amendments to any Bye-law of the Club should send the proposed amendments, I duplicate, to the Secretary at least 30 days prior to the General Body Meeting at which it may be considered. The Secretary shall notify on the notice board of the club such proposed amendments either given notice of by the members or intended to be moved by the Executive Committee, and also circulate the proposed amendments to all members at least 21 days before the General Body meeting at which the proposed amendments are to be considered.
4. The chairman shall decide all points of order which may arise and his decision shall be final.
5. The time allowed to each member to move or second or speak on any resolution shall ordinarily be not more than five minutes but the chairman, at his discretion, may allow any member to speak for more than five minutes.
6. The Executive Committee at their first sitting shall elect from among themselves members in charge for the following sub-committees:
  - (i) Literary & Library
  - (ii) Games & Sports
  - (iii) Entertainment
  - (iv) House keeping
  - (v) Restaurant and Permit Room
  - (vi) Ladies Wing

- (vii) Youth Wing
- (viii) Children's Wing
- (ix) Screening
- (x) Disciplinary

The committee will also appoint sub committees consisting of members of whom not more than 50% shall be from the Executive Committee.

7. The Secretary shall place before the Executive Committee in serial order the subjects to be discussed at the meeting.
8. The Secretary shall maintain a detailed inventory of all the properties of the Club other than Library books and articles for games and sports, showing details of each item, date and purchase, cost and date and manner of disposal when disposed of. Inventory of articles for games and sports shall be maintained by the Executive Committee member in charge of Games and Sports.

## **LIBRARY**

9. Distinctive numerals shall identify each book of the Library.
10. The books in the Library shall be arranged in sections, each section containing particular kinds of books. Each section shall be marked with a particular English Alphabet.
11. A member is entitled to take not more than two books and one periodical at a time provided he/she shall keep in deposit with the Club a sum of Rs.20/- in advance, and maximum of 5 books and one periodical at a time provided he/she keeps in deposit with the Club a sum of Rs.50/- in advance, provided that the books marked for reference cannot be taken away from the Club by any member.
12. No member shall be entitled to keep with him any book or books for more than fourteen days, provided that the member can have another period of fourteen days use of the book or books on seeking permission of the Librarian who will allow him the privilege, if there is no demand from any other member for the book or books.

13. The Librarian shall promptly call in any book kept by any member beyond the time allowed and may debit the member with cost of postage if any, incurred for the purpose and also a penalty of one rupee for each day for each book kept beyond time.
14. There shall be annual stock taking and checking of the volumes of the library, once in a year for which purpose all the books shall be called in and no issue of books shall be made to any member until the said stock-taking and checking are completed. For this purpose at 15 days notice shall be given to the members.
15. If any member fails, to return the book or books or any periodical issued to him/her, he/she shall be required to furnish a new copy thereof or pay the cost of a new copy (inclusive of postage)
16. The librarian shall keep a register for issue of books to members. It shall contain 10 columns in the following order :
  - (i) Serial number
  - (ii) Date of issue
  - (iii) Name of the member
  - (iv) Name of the Book
  - (v) Author's Name
  - (vi) Section and the number of the book
  - (vii) Signature of the member or of his agent when the book is taken
  - (ix) Last date for the return of the book and
  - (x) Remarks if any
17.
  - (a) A member shall not remove any current issue of periodicals from the library table.
  - (b) Old issues of periodicals may be taken by a member for home reading with permission of the librarian provided he/she follows the condition laid down in Rule 11.
  - (c) A periodical taken by a member for home reading may be kept with him for not more than five days, excluding the date of issue.

18. The librarian shall bring to the notice of the Executive Committee any intractable remissness of any member in discharging his obligations imposed on him by these rules.
19. There shall be a complete catalogue of the books of the Library.
20. Copies of old dailies may be sold in the first week of the succeeding month; the weeklies, monthlies, etc. except the Reader's Digest which might be sold by auction or otherwise, after two months of their issue.

### **SHUTTLE BADMINTON & OTHER GAMES**

21. The yearly subscription for playing Shuttle Badminton will be fixed by the Executive Committee on a required basis.
22. The Children and spouse of members, even though they may not have completed 18 years of age, may be allowed to play Badminton on receipt of a written requisition from the members concerned and on their undertaking to pay the same monthly subscription like other badminton playing members.
23. Non-members shall be allowed to play Badminton as member's guests.
24. Any member on the rolls of the Badminton section will be liable to pay the subscription yearly in advance.
25. Members who are not on the rolls of the Badminton section may be allowed to play on their paying of Sum of Rs.10 for the section concerned (either morning or evening).
26. Members may bring guests with them on any day but the same guest should not be brought for more than five days in the month. The concerned member will have to pay Rs.25/- per day per guest.
27. The yearly subscription for shuttle Badminton shall become payable within 15 days of the expiry of the present annual subscription.
28. Members in arrears of subscription for more than one month may be refused permission to play Badminton at the discretion of the member-in-charge. If the subscription is in arrears for a period of one month

the matter shall be reported to the Executive Committee by the Member-in-charge.

29. The power to admit and refuse admission to any member or non-member to the badminton section will be, with the sports Committee.

## **ELECTION**

30. Subject to the following provisions the elections to the Executive Committee consisting of 15 members shall be any secret ballot.
31. The Secretary shall, in consultation with the President and the Executive Committee fix the date for the Annual General Body Meeting, election and the dates before which nomination papers should be received and withdrawn and displayed in the Club Notice Board.
32. A circular shall be sent by the Secretary to every member of the Club entitled to vote along with the notice convening the Annual General Meeting containing :
- (a) The number of members to be elected to the Executive Committee;
  - (b) The closing date for nominations and
  - (c) The last date for withdrawals
33. Only members having the right to vote can be considered to be a member for the purpose of election.
34. The nomination paper shall be in the prescribed form available at the Club office and shall contain the signatures of a proposer and a seconder who must be members entitled to vote and also the consent of the nominee to stand for election.
35. The Secretary shall maintain an Election Register wherein nomination received for election of members to the Executive Committee shall be recorded in the chronological order in which they are received the Club.

36. A list of the persons validity nominated for election to the Executive Committee shall then be prepared in the Alphabetical order of the names and published on the Club notice board on the day following the last day for filling of nomination papers.
37. Any person whose name is nominated for election may intimate in writing his withdrawal from the election by notifying the same to the Secretary before the time fixed for withdrawal.
38. The scrutiny of nomination and polling shall be under the charge of an Election Officer appointed by the Executive Committee, who shall not be a candidate for the election.
39. The Election Officer may with the approval of the Secretary for the purpose of election, take the assistance of personnel, not more than two in number and who shall not be holding any office in the Club and who shall not be candidates for the election.
40. There shall be no ballot in case nominations do not exceed the number of persons to be elected and such person or persons so nominated shall be declared to have been duly elected at the Annual General Body Meeting.
41. The election shall be held from 1.00 p.m. to 4.30 p.m. on the date fixed for the Annual General Body Meeting and the General Body Meeting shall commence at 11.00 a.m. on that date. There shall be one ballot box for election to membership of the Executive Committee.
42. Voting papers consecutively numbered and containing the names of candidates shall be printed or typewritten and distributed to the members entitled to vote by the election on the date of the election, on their signing the register kept for the purpose.
43. On receiving the ballot paper the member shall then and there, vote and lodge the same in the sealed box kept at the premises of the club.
44. At the Annual General Body meeting the Chairman of the meeting shall appoint two or more members for assisting the Election Officer to scrutinize the voting paper and to ascertain the result.

45. After the counting is over, the Election Officer shall submit to the Chairman of the meeting, the result of the Election.
46. In the event of votes of candidates being found equal, the chairman shall draw lots and declare the result.
47. If any member votes for more than the required number of candidates the ballot paper shall be declared invalid.
48. The result of the election shall be declared by the Chairman of the Annual General Meeting.
49. Doubts if any, in the matter of election shall be decided by the Election Officer, whose decision shall be final.
50. In the event of there being no valid nomination for all number of members required to be elected or, in the event of number falling short by withdrawal of nomination, the President shall announce the same at the General Body Meeting and call for fresh nominations for the requisite number from the floor of the House and conduct an open election.

## **51. CLUB TIMINGS**

- (a) The Administrative Office of the Club will function from 09.00 to 13.00 hrs and 15.00 to 21.30 hrs every day including Sundays and Holidays.
- (b) CARDS: All days except Saturdays, Sundays and public holidays from 4.00 p.m to 9.30 p.m. On Saturdays, Sundays and other notified holidays, the Cards section will remain open from 10.00 a.m to 9.30 p.m.
- (c) BADMINTON: Morning Session – From 6.00 a.m to 9.00 a.m  
Evening Session – From 5.00 p.m to 9.00 p.m
- (d) The Secretary at his discretion could adjust/ amend the timings as necessary. In exceptional circumstances, he is empowered to stop all activities of the Club for the day.



## **Clauses before amendment/s :**

- 5(c) A Resident Member is one who ordinarily resides in the Metropolitan limits of Chennai and its suburbs and pays subscription of Rs. 500 in advance for the whole of each official year
- 5(g) A Non-Voting Resident Member is one who ordinarily resides in the Metropolitan limits of Chennai and its suburbs and pays subscription of Rs. 500/- in advance for the whole of each official year. Such member shall be entitled to all amenities of the Club, but shall not be eligible to vote at General Body Meetings or to hold any office in the club.
- 6(a) An Associate Member is one who not being eligible for ordinary membership, pays a subscription of Rs. 500/- in advance for a whole year. Such member shall be entitled to all amenities of the Club, but shall not be eligible to vote at General Body meetings or to hold any office in the club.
- 6(b) There shall be a class of membership called institutional Membership limited to 100 members with the following conditions. It shall be open to Firms, Companies, Banks and Public Sector undertakings to sponsor their Executives resident in Chennai for membership of the Club as Institutional Members, not exceeding twelve nominees per institution. Institutional membership shall be valid for a period of twenty years. Institutions desiring to sponsor their nominees shall apply to the Secretary in the prescribed form and such application shall be subject to approval by the Executive Committee, the institution shall pay an entrance fee of Rs. 2,00,000/- for a single nominee, Rs.3,00,000/- for two nominees or Rs. 5,00,000/- for every 4 nominees it proposes to sponsor. An institution can terminate the membership of its nominee and sponsor any other executive in that vacancy, no further Entrance fee shall be charged in respect of such succeeding nominee until the expiry of a period of twenty years from the date of initial admission of the nominee sought to be replaced by the institution. Institutional members shall pay the same annual membership subscription as applicable to Resident members and the Institution concerned shall be responsible for payment of such members dues.

Institutional Members shall not have the right to propose or second any candidate for election, or to vote on any occasion or sign any requisition for General Meeting, or be eligible to serve on the Executive Committee.

- 7(a) Every application for membership of the Club shall be in The prescribed form signed by the applicant and recommended by two members and shall be submitted to the Secretary. On intimation of admission, the applicant for Ordinary Membership (Other than non-Voting Resident Membership and Associate Membership) shall pay an Entrance fee of Rs. 1,00,000/- (Rupees One Lakh only) and pay Rs. 5,000/- (Rupees Five Thousand only) towards Building Fund; the applicants for Non-Voting Resident Membership shall pay an Entrance Fee of Rs. 60,000/- (Rupees Sixty thousand only) while the applicants for Associate membership shall pay an Entrance Fee of Rs. 2,00,000/- (Rupees Two lakhs only). However, Defence personnel (serving or retired) and those who have won National Awards or recognition from the Govt. of India in the fields of Literature, Fine Arts, Cultural activities or Sports and Games shall be required to pay only 50% of the Entrance Fee pertaining to the class / category of membership to which they are admitted.

In the event of death of an Ordinary member, any one person amongst his/her spouse or child above 18 years of age shall be entitled to apply for transfer of membership in his/her name upon payment of a Transfer Fee of Rs. 5,000/-. Such Transferee, upon admission, shall be enrolled as a Resident member and shall be liable to pay the Annual subscription as applicable to Resident Members.

Similarly, if any ordinary member so desires, he/she may apply for transfer of his/her membership to any one person being his /her spouse/child/ child's spouse, who shall be a Malayalee above 18 years of age. Such transferee, upon admission after approval by the Executive Committee, shall be enrolled as a Resident Member on payment of a Transfer Fee of Rs. 5,000/- and shall also be liable to pay the Annual Subscription as applicable to Resident Members from time to time.

16. The management of the Club shall vest in an Executive Committee consisting of the following office bearers, viz. President, Vice-President, Secretary, Jt. Secretary, Treasurer and Ten other members.

At each alternate Annual General Body meeting, fifteen members shall be elected by the General Body and the said fifteen members shall from among themselves elect in the President, the Vice-President, the Secretary, the Jt. Secretary and the Treasurer. Only those members having at least 3 years continuous membership of the club shall be entitled to serve on the Executive committee. The President, Vice-President, Secretary, Jt. Secretary and the Treasurer so elected along with the Ten other members shall form the Executive Committee in whom the management of the Club shall vest. They shall hold office until the next Annual General Body Meeting at which elections to the Executive Committee are due to be held as above. The immediate Past President and the Immediate Past Secretary shall be invited to all meetings of the Executive Committee as special invitees.

