

**RULE AND REGULATIONS OF THE
SACHIVALAYA GYMKHANA, MUMBAI**

1. NAME :

The name of the Gymkhana shall be “**SACHIVALAYA GYMKHANA**”.

OFFICE ADDRESS :-

6, Gen. Jagannasthroa Bhosale Marg, Hutatma Rajguru Chowk,
Opp. Mntralaya, Mumbai- 400 032.

2. HONORARY PATRONS :

The Hon. Governor, Chief Minister, Deputy Chief Minister, Cabinet Ministers, Minister of State, Deputy Ministers and Chief Secretary of the Government of Maharashtra, shall be the Honorary Patrons.

3. PATRONS MEMBERS :

Any distinguished personality adopted by the Managing Committee and on payment of an amount for Patronship, as decided by the Managing Committee, may be enrolled as a Patron Member. A Patron member will not be required to Pay any other fee except game fee. The Gymkhana shall enroll a maximum of two Patron members in a financial year.

4. LIFE-MEMBERS :

Any person appointed on regular basis in the civil services of the Government of Maharashtra, who has completed minimum ***two*** years of continuous service and whose services are not transferable out of Brihanmumbai, may be enrolled as a Life Member of the Gymkhana, on payment of Life Membership fee, as decided by the Managing Committee, from time to time. **Provided that, any person appointed on regular basis in the civil services of the Government of Maharashtra, and whose services are transferable out of Brihanmumbai, desires to be a life member may be considered and enrolled by the Management Committee as life member, if he/she is excelled in sports event/s and has participated at State/ National/ International level or AICS events.**

5. ORDINARY MEMBERS :

Any person appointed on regular basis in the civil services of the Government of Maharashtra in Brihanmumbai but whose services are transferable out of Brihanmumbai, may be enrolled as an Ordinary Member, on payment of Entrance fee and General membership fee (six monthly), as decided by the Managing Committee. Apart from the above fees, an Ordinary Member will also be required to pay compulsorily, at least one game fee for six months in advance.

6. HONORARY MEMBERS :

A) MEMBERSHIP :-

Membership of the Gymkhana shall be open to persons serving under the Government of Maharashtra in Brihanmumbai, who subscribe to the objects of the Gymkhana. (except the Patrons.) .

B) ENROLLMENT OF HONORARY FAMILY MEMBER:-

The Spouse and children (maximum two only) of Patron member, Life member and Ordinary member will be enrolled as Honorary Family Member and such membership shall be co-terminus with the membership of the Member concerned.

C) GUEST MEMBER :-

a) Any person of good repute and proficiency in a particular game *or* cultural field including drama may be enrolled as a Guest member by the Managing Committee for a period of one year. Provided that the total number of such enrolled Guest Members for a particular event shall not exceed ½ of the total team members for such game or cultural field.

b) The Guest member shall be enrolled only when there is a shortfall of Gymkhana members in the team, without affecting the rights of the team members of the Gymkhana.

c) The Guest Member shall not be required to pay any entrance fee / general membership fee / games fee laid down under the rules.

d) The Managing Committee shall ensure that no Gymkhana Player member shall suffer because of inclusion of a Guest Member.

7. INVITEE MEMBERS :

Managing Committee may invite, for a period of one year, any person of national repute and proficiency in any game or any cultural fields, to become the invitee member for a period of one year. Such member shall not be required to pay any entrance fee / subscription / games fee stipulated under the rules.

8. RIGHT & PRIVILEGES OF ORDINARY MEMBERS :

- a) The Ordinary Member shall have the right to avail of the facilities provided by the Gymkhana on payment of fees, as specified in Rule 5.
- b) The Ordinary Member shall not have a right to vote.
- c) The Ordinary Member shall not be eligible to contest in the Elections of the Gymkhana.
- d) The Ordinary Member shall not be appointed as an Office bearer or as a Member of any Committee of the Gymkhana.
- e) The Ordinary Member shall not have interest in the property and other assets of the Gymkhana.

9. RIGHT & PRIVILEGES OF LIFE MEMBERS :

- a) Life Member shall have the right of playing, performing and availing of all the facilities provided by the Gymkhana. A Life Member shall have an interest in the property and assets of the Gymkhana. A Life member shall have a right to vote.
- b) A life member shall be able to contest and be eligible to become an Office Bearer or Member of any Committee of the Gymkhana, subject to rule 21(C)(a) of the bye-laws. Provided that, he shall not be able to contest election or become member of any Committee or Office bearer after attaining age of superannuation or has been retired voluntarily or resigned from services or terminated/dismissed from the service, whichever is earlier.

10. RIGHT & PRIVILEGES OF THE HON. PATRON, HON. GUEST MEMBERS, ORDINARY MEMBER & INVITEE MEMBERS :

The Hon. Patron, Ordinary member, Hon. Family member, Hon. Guest member, Invitee member including their spouse, shall not have a right to vote

and contest election and shall not be eligible to become an Office Bearer or Member of any Committee of the Gymkhana.

11. MEMBERS TO CONTINUE ON RETIREMENT :

A Government employee enrolled as Patron/Life member shall not cease to be a member of the Gymkhana by reason of his/her retirement from Government service. Provided that on his/her retirement from the Government Service a life member shall not be eligible to contest election and /or he/she shall not be eligible to be a member of the Managing Committee or office bearer.

12. ADMISSION OF MEMBERS :

a) A person who desires to become a member of the Gymkhana, shall apply to the Gymkhana in the prescribed form of application. Such application should be accompanied by the payments prescribed under Rule and Entrance fee wherever applicable.

b) Applications of intending members, shall be proposed and seconded by Life Members of the Gymkhana who are not in arrears of fees or any other dues payable to the Gymkhana.

c) The Managing Committee shall have the power to reject any application for membership. However, it shall be reasoned and decision thereof shall be communicated to the applicant and there upon the amount tendered by the applicant shall be refunded. The decision of the Managing Committee to accept or reject the application with reasons will be communicated to the applicant under the signature of the Manager of the Gymkhana.

d) Details of the new members enrolled, indicating the Name, Address, Date of Admission, Class and Membership number, etc., shall be maintained and displayed on the notice board and on the website of the Gymkhana, from time to time.

e) Hon. Patron/ Hon. Family Member / Hon. Guest member / Invitee Member/ Guest Member shall not be required to apply for membership.

A) INELIGIBILITY FOR MEMBERSHIP :-

i) Any person who has retired from the service of Government of Maharashtra, at the time of admission is not entitled to become a member of the Sachivalaya Gymkhana

ii) Any person from the Police uniformed services.

B) EXEMPTION FROM PAYMENT OF MONTHLY SUBSCRIPTIONS:-

Honorary Patrons, Patrons, Life members, Honorary Guest Members are exempted from payment of enrollment fee and monthly subscriptions.

13. SUBSCRIPTION & FEES :

a) Duly filled applications for membership accompanied by the amount (Cheque only) payable to the Gymkhana for the class of membership, shall be accepted for consideration only after approval of the membership by the Managing Committee. Such memberships shall be treated as accepted from the date of approval by the Managing Committee.

b) The applicant can avail of the sport facilities of the Gymkhana only after approval of his application for membership by the Managing Committee.

PAYMENT OF GAME FEE ETC.:-

The Patrons, Life Member, Ordinary Member and Honorary Family member shall pay game fees, other activity fees and other charges like locker, etc., for six months, in advance, as decided by the Managing Committee from time to time.

14. DEFAULTERS :

a) A member who is in arrears of subscription / fee for a period of six months after the same become due, shall be duly intimated of this position in writing and if the arrears of dues are not paid within one month from the date of receipt of letter giving the intimation, the name of such member will be displayed on the Notice Board as defaulter and his name shall be deleted from the list of Members after one month from the date of displaying it on the Notice Board.

b) The Managing Committee may readmit a defaulter member on payment of all the arrears along with a penalty as decided by the Managing Committee, from time to time.

c) A member who is in arrears of any subscription/ fees, prior to one month of elections, shall not be entitled to cast his/her vote provided he/she clears off the arrears.

15. MEMBER TO CONFORM TO RULES & BYE-LAWS :

Every member shall be bound to conform to the Rules and Regulations of the Gymkhana for the time being in force and as amended from time to time. All such Rules and Regulations shall be binding on him / her.

16. POWER TO EXPEL :

a) If on the basis of the information received, the Managing Committee is convinced that a member is guilty of misconduct or doing things subversive to the interests of the Gymkhana, the Committee shall call upon such member to submit his/ her explanation for such misconduct or act of subversion and also to show cause as to why his/her membership should not be revoke.

b) The explanation received from the member shall be considered by the Managing Committee. The Committee shall wherever necessary record the evidence or make enquiries as it considers necessary.

c) The Managing Committee shall have power to suspend the membership and prevent him/her from exercising his /her privileges, pending the decision of the General Body in this regard.

d) If the Managing Committee concludes that such member is, in fact, guilty of misconduct or doing things subversive to the objects of the Gymkhana, it shall recommend to the General Body to revoke the membership of such member. The General Body may consider the recommendation of the Managing Committee at a General or Special General Meeting and if two- third members' present vote in favour of acceptance of such recommendation, that the membership shall stand revoked and he/she automatically ceases to be a member of the Gymkhana.

17. CESSATION OF MEMBERSHIP :

A Member of any class of membership of the Gymkhana shall cease to be a member of the Gymkhana :-

a) on resignation and acceptance of the same by the Managing Committee;

b) on being dismissed or removed from Government Service;

c) on being convicted by a Court of an offence which in the opinion of the Managing Committee involves moral turpitude;

d) on being adjudicated insolvent;

- e) on non-payment of subscription, fees or other dues; and on being declared a defaulter as provided under Rule 14;
- f) On removal under Rule 16
- g) Ordinary membership shall cease on retirement from State Government Service.

18. FORFEITURE OF RIGHTS TO GYMKHANA PROPERTY :

A person who ceases to be a member of the Gymkhana shall forfeit all claims upon the Gymkhana, its property and funds.

19. MANAGING COMMITTEE & ITS CONSTITUTIONS :

A) Composition of the Managing Committee

The Managing Committee shall consist of maximum 15 members, out of which 12 shall be elected members and 3 members shall be co-opted as provided under rule 21 (A). Provided that out of 12 elected members;

- (i) Two seats shall be reserved for women members and;
- (ii) Two seats shall be reserved for the sportsman who has participated at International or National level or who has participated in All India Civil Services Sports event.
- (iii) 8 (eight) seats shall be reserved for General Category.

(“General” means open to all) Provided that if the same candidate elected from more than one category mentioned in (i) (ii) & (iii), he/she has right to keep only one seat, and resign from other seat within 15 days of announcement of the results. Such vacant seat should be filled from the second highest vote seeker in the said category.

B) Ex-Officio President and Vice-President :-

The Chief Minister shall be the Ex-Officio President and the Chief Secretary / Additional Chief Secretary nominated by the Chief Secretary shall be the Ex-officio Vice-President.

C) Meeting of the Managing Committee :-

- i) The Managing Committee shall ordinarily meet once in a month.
- ii) A notice of three clear days shall be given in writing before holding a meeting of the Managing Committee.

- iii) In very urgent cases, the Chairman shall have the authority to convene a meeting at short notice or get such urgent business transacted by circulation to the members which shall be duly placed and recorded at the next meeting of the Managing Committee.
- iv) The Chairman shall preside over all meetings of the Managing Committee and shall have a casting vote.
- v) If the Chairman is absent then, the Vice-Chairman shall preside over the meeting, if the Chairman and Vice-Chairman both are absent then, any other member elected by the members present shall preside over the meeting of the Managing Committee.

D) Attendance of the members of Managing Committee:-

- i) Any member of the Managing Committee who is unable to attend a meeting duly convened, shall intimate his/ her inability to the Hon'ble Chairman, Hon'ble Vice Chairman / General Secretary in advance and seek leave of absence, subject to provision 19-D(ii) below .
- ii) It is compulsory for a Managing Committee Member to attend minimum 75% Committee meetings in a year.

E) Proceedings of the Managing Committee Meeting :-

- i) The proceedings of the Managing Committee shall be recorded by the General Secretary or by one of the Joint Secretaries in a Minutes Book, who shall faithfully record the decisions of all the meetings and the business transacted there at. Minutes of the meeting shall be read at the next meeting and signed by the Chairman of the meeting at which they are so recorded.
- ii) The Minutes Book shall constitute prima-facie evidence of the decisions of the meetings and the conduct of the business.
- iii) Subject to the above (i) & (ii) the Managing Committee may frame Rules, from time to time, for the conduct of their meetings and their affairs and prescribe the duties and functions of the office bearers.

20. MEETING & QUORUM :

- a) Seven Members of the Managing Committee shall form the Quorum.
- b) If there is no quorum within half an hour from the time appointed for the meeting of the Managing Committee, the said meeting shall be adjourned to be held at the same venue and on the same date after half an hour from the time of adjournment to transact the business indicated in the Agenda. The members present at the time of such Adjourned meeting shall constitute the quorum.

21. CHAIRMAN OF THE MANAGING COMMITTEE:

A) CO-OPTION TO THE MANAGING COMMITTEE:-

After conclusion of election for Management Committee, the Hon. Ex-Officio Vice-President, on his own discretion, shall nominate three life members preferably related with sports and who are otherwise eligible to be the members of the Managing Committee, as Co-opt Members. Such nominated members shall hold office till the term of Managing Committee in which they are co-opted. Provided that, such co-opt member if retires/resigns/dismissed from service during his tenure shall discontinue as such member of the Managing Committee. In such eventuality, such vacancy shall be filled in, in the like manner for the remainder of the tenure, by the Ex-Officio Vice President.

B) ELECT CHAIRMAN, VICE-CHAIRMAN, OFFICE BEARERS.

The Managing Committee shall every year at its first meeting immediately after the Annual General Meeting, select from amongst themselves,

- a) Chairman
- b) Vice-Chairman and
- c) The following office bearers:
 - i) One Hon. General Secretary;
 - ii) Three Hon. Joint Secretaries;
 - iii) One Hon. Treasurer.

These Office Bearers will be selected from amongst the elected and/or nominated as co-opt members.

C) RETIREMENT OF THE MEMBERS OF THE MANAGING

COMMITTEE:-

a) The Managing Committee shall be dissolved after every three years and election shall be conducted for the new Managing Committee. The incumbent Managing Committee will continue to hold charge until a new Managing Committee is formed.

The members of the dissolving Managing Committee shall be eligible for re-election. Provided that no life member shall be a member of the Managing Committee for more than 2 terms (6 years) through his membership. Further also provided that, life member shall not be eligible to contest election after attaining age of superannuation or has been retired voluntarily or resigned from services or terminated/dismissed from the service.

b) Any vacancy arising due to death, resignation, and demission of office or otherwise, in any year shall be filled by co- option which shall be co-terminable with the remaining tenure of the Member who has expired, resigned or demitted office. Provided that, such co-option shall be in consonance with provision in rule no 21 (C)(a).

D) TENURE OF THE MEMBERS OF THE MANAGING

COMMITTEE :-

The tenure of the Members of the Managing Committee shall be for a period of three years. The tenure of the co-opted members shall be till the completion of tenure of the Managing Committee.

E) HONORARY CAPACITY:-

All members of the Managing Committee shall function in an Honorary capacity.

F) ELECTION MEMBERS OF MANAGING COMMITTEE:-

Election of the Members of the Managing Committee shall be in accordance with the Rules specified in Appendix - I hereto.

G) QUALIFICATION AND DISQUALIFICATION OF THE

MANAGING COMMITTEE MEMBER:-

a) Member desiring to contest election to the Managing Committee shall be a Life Member of the Gymkhana for a continuous period of at least **TWO years**,

on the date of filing nomination and shall not be in arrears of his/ her subscription on that date.

b) Disqualification - No member holding an office of profit in the Gymkhana as an employee or in similar capacity or on his becoming of unsound mind or being declared insolvent or being convicted of any offence involving moral turpitude shall not be eligible for election to the Managing Committee.

NOTE:- For the purpose of this sub-rule "office of profit" shall include the rendering of service to the Gymkhana either on full time or part time basis in any capacity for remuneration, commission or the like.

c) Member of the Managing Committee shall cease to hold his office in the following contingencies;-

- i) on his becoming of unsound mind, or being declared insolvent or being convicted of any offence involving moral turpitude;
- ii) on his failure to attend three consecutive meetings of the Managing Committee without leave of absence;
- iii) on his taking up residence out of India for a continuous period of six calendar months;
- iv) on his resignation from office being accepted by the Managing Committee;
- v) on doing things subversive to the objects of the Gymkhana.

d) A Member of the Managing Committee may be removed from Office by a Resolution passed by the Annual General Meeting or at an Special General Meeting convened for the purpose by a simple majority:

Provided that, no such resolution shall be passed unless the Member to be removed has been informed the reasons for his proposed removal and given an opportunity to make his representation in reply thereto and the said reasons and the representations, if any, are placed before the Annual General / Special General Meeting.

22. SUB-COMMITTEES:

- a) The Managing Committee shall have power to constitute sub - committees from amongst themselves and/or from amongst other members of the Gymkhana for specific purposes connected with the objects of the Gymkhana.
- b) The sub-committees shall periodically report their proceedings to the Managing Committee and shall conduct their business in accordance with the directions of the Managing Committee.

23. POWER TO APPOINT AND DISMISS THE EMPLOYEES OF THE GYMKHANA:

The Managing Committee shall have the authority to appoint or remove or promote employees of the Gymkhana on regular or on contractual basis for the functioning of the Gymkhana.

24. POWER TO SPEND MONEY:

The Managing Committee shall have the power to spend money for the purposes or the objects of the Gymkhana as it may, from time to time, consider necessary or expedient.

25. INTERPRETATION OF RULES AND BYE-LAWS:

- a) The Managing Committee shall be the final authority for the interpretation of these Bye-Laws/ Rules & Regulation of the Gymkhana.
- b) Any point not covered by these Bye-Laws/ Rules shall be decided by the Managing Committee.

26. NON-LIABILITY FOR LOSS OR DAMAGE TO MEMBERS PROPERTY:

The Managing Committee shall not be responsible for any loss or damage to any article left on the Gymkhana Premises by any member or his /her guest.

27. GAMES AND STAKES:

- a) The Managing Committee shall decide what games may be played in the Gymkhana. Gambling of any type shall not be allowed in the premises of the Gymkhana.

b) The Members are prohibited from playing the games in the Gymkhana premises beyond the playing hours fixed by the Managing Committee, from time to time.

28. A) ANNUAL GENERAL MEETING:

a) The Annual General Meeting of the Gymkhana shall be held once in every year, within six months of the closing of the Financial Year. However, in exceptional cases a period of six months can be relaxed by the Managing Committee..

b) Only Life Members will be permitted to attend the Annual General Meeting of the Sachivalaya Gymkhana.

c) At least fourteen days written notice shall be given in writing to the Life members before holding the Annual General Meeting or Special General Meeting, and non-receipt of any notice by any member shall not invalidate a meeting, so long as such notice is served by the Gymkhana either personally or by email/SMS/WhatsApp or any other electronic media post addressed to their latest registered address or on email or the mobile number recorded with the Gymkhana, as the case may be.

However, powers to relax prescribed minimum period shall vest with the Ex-Officio Vice-President.

B) BUSINESS OF THE ANNUAL GENERAL MEETING:-

a) The business of the Annual General Meeting shall be-

i) to confirm the minutes/ proceedings of the previous meeting /General meeting, if any;

ii) to consider and adopt the Annual Report and Audited Statement of Accounts;

iii) to fill up the vacancies in the Managing Committee by election;

iv) to elect an Auditor and fix his remuneration.

v) to decide on any matter on which a notice has been given 3 days in advance of the meeting.

vi) Any other business duly brought forward with the permission of the Chairman.

b) The Annual Report and Audited Statement of Account shall be open for inspection, only for the Life Members entitled to vote in the meeting at the Office of the Gymkhana, 7 days before the date of Annual General Meeting

29. SPECIAL GENERAL MEETING :

a) A Special General Meeting may be convened at any time by the Managing Committee.

b) The Chairman shall on receipt of a requisition signed by not less than 500 Life Members or one fourth of the total number of members entitled to vote whichever is less, convene an Special General Meeting within one month from the receipt of such requisition.

c) The business of the Special General meeting shall be only on the subject for which such a meeting is requisitioned. No other business shall be transacted in such a meeting.

30. NOTICE OF ANNUAL / SPECIAL GENERAL MEETING :

At least fourteen days written notice shall be given in writing to the Life members before holding the Annual General Meeting or Special General Meeting, and non-receipt of any notice by any member shall not invalidate a meeting, so long as such notice is served by the Gymkhana either personally or by email/SMS/WhatsApp or any other electronic media post addressed to their latest registered address or on email or the mobile number recorded with the Gymkhana, as the case may be.

However, powers to waive of prescribed minimum period shall vest with the Ex-Officio Vice-President.

31. QUORUM:

a) At Annual General Meeting including Special General Meeting, 100 Life Members entitled to vote shall form the quorum. If any Annual General Meeting other than the one convened on requisition is adjourned for want of a quorum, no quorum shall be necessary at the adjourned meeting which may be held on the same day after half an hour.

b) In case of a Special General Meeting convened on requisition, if there is no quorum at the specified time in the notice, the meeting shall stand dissolved.

32. CHAIRMAN OF THE GENERAL MEETING:

At all Annual / Special General Meetings, the Ex. Officio President and in his absence Ex. Officio Vice President and in the absence of Ex. Officio Vice-President, the Chairman of the Managing Committee and in the absence of the Chairman, the Vice-Chairman of the Managing Committee shall preside over the meeting. In the absence of Ex. Officio President, Ex. Officio Vice-President and the Chairman and Vice-Chairman of the Managing Committee, the members present may elect from among themselves a Chairman for the meeting.

33. VOTING OF ANNUAL/ SPECIAL GENERAL GENERAL MEETING:

- a) Voting at the Annual /Special General meeting shall be by show of hands or otherwise as may be decided by the Chairman of the meeting.
- b) In case of a tie the Chairman of the meeting shall have a second or casting vote.
- c) The Chairman's decision on queries about the result of the vote shall be final and an entry in the minutes book signed by the Chairman of the meeting within 30 days of holding the meeting shall be conclusive of the terms of any resolution and of its having passed.

34. MINUTES OF THE ANNUAL/ SPECIAL GENERAL MEETING :

- a) Minutes of any Annual / Special General meeting will be confirmed within 30 days of holding the meeting by the Managing Committee.
- b) Such minutes shall be open to inspection by any member entitled to vote, on application to the Honorary General Secretary.

35. AMENDMENT OF RULE:

A) AUTHORITY TO MAKE RULES AND REGULATION:-

- i) The Managing Committee may, from time to time, make repeal or amend all such Rules and Regulations (Not inconsistent with these rules) as it may consider expedient for the proper conduct and management of the affairs of the Gymkhana: Provided that, no such Rules and Regulations relating to the conduct of elections or any amendment thereof shall be valid unless, the same shall have been passed at the Annual General meeting / Special General meeting of the Gymkhana.

ii) Rules & Regulations shall be reviewed as and when necessary.

B) DELETION, MODIFICATION, ALTERATIONS OF RULES AND REGULATIONS:-

None of the rules and regulations can be deleted or modified or altered or varied or no new rule or new regulation inserted unless the same has been approved at the Special General Meeting, specially convened for the purpose and unless the said deletion, modification, alteration or variation or new regulation as the case may be, is approved and adopted by two-thirds of the members present at that meeting.

36. FINANCIAL YEAR :

The financial year for preparing Budget and Finance Accounts of the Gymkhana shall be from 1st April to 31st March.

37. AUDIT & ACCOUNT :

A) AUDIT :-

The Managing Committee will get the accounts statements audited every financial year by a registered firm of Chartered Accountant, provided that such Auditor will not conduct audit for more than three consecutive years and shall be eligible for re-appointment only after a gap of 2 years.

B) OPERATION OF BANK ACCOUNT & LIMIT OF IMPREST MONEY :-

- i) There shall be an imprest money of Rs. 5000/- (Rupees five thousand only) or as decided by the Managing Committee with the Hon. Gen. Secretary / Hon. Treasurer.
- ii) All income by way of cash/ cheque etc. of the Gymkhana shall be deposited in a Scheduled or Co-operative Bank or Nationalised Banks on the same or next working day.
- iii) The banking transactions shall be made jointly by any two of the following office Bearers.

The signature of the Treasurer is mandatory;

- i) Honorary General Secretary
- ii) Honorary Joint Secretaries
- iii) Honorary Treasurer

C) INVESTMENT:-

The Managing Committee shall have the authority to invest and deal with the money of the Gymkhana, not required immediately. Such investments shall be done in any short and long term fixed deposits, in Scheduled or Co-operative or Nationalised Banks or such of the securities approved by the Registrar of Companies, Maharashtra, as it may think fit, from time to time.

D) BUDGET & FINANCES

The Managing Committee may decide the Budget & Finance as it may think fit, from time to time.

38. HOURS :

The Gymkhana shall be open to members between such hours as decided by the Managing Committee from time to time.

39. VISITORS :

a) Only Hon. Patron, Life member and Patron member shall be allowed to introduce visitors subject to such Rules and Regulations as may be made from time to time, by the Managing Committee. Every visitors shall be considered as the guest of and be accompanied by the member introducing him/her.

b) If the guest desires to play any game, he/ she should pay the guest fees first and then start playing. The guest fees fixed from time to time by the Managing Committee will be collected at the place of the games.

c) Entry of guest member shall be as per the regulations laid down by the Managing Committee.

40. GYMKHANA NOT TO BE USED FOR BUSINESS:

a) No member shall give the address of the Gymkhana or make use of the premises of the Gymkhana for any purpose other than the objectives of the Gymkhana.

b) No member or guest shall give any money, fee or other gratuitous payment to the employees of the Gymkhana.

41. CHANGE OF ADDRESS :

Every member shall register with the Gymkhana his/ her address and any change therein from time to time. All communications sent to a member at his/ her registered address by courier shall be considered as duly delivered.

42. DAMAGE TO GYMKHANA PROPERTY :

Any member who cause damage / breakage/ loss to any property belonging to the Gymkhana shall be held liable to make good the loss. A member shall also be liable for any damage/ loss to the property of the Gymkhana caused by his/ her guest.

43. DISSOLUTION OF SOCIETY :

Provisions of Sec. 13 and 14 of S. R. Act, 1860 shall be followed.

44. COMMENCEMENT OF THESE RULES AND REGULATIONS :

These Rules & Regulations shall come into effect from 9th June, 2025.

APPENDIX – I

**RULES FRAMED UNDER RULE NO. 21-F FOR THE ELECTION OF
THE MANAGING COMMITTEE**

These Rules shall be called as

"Rules for the election to the Managing Committee of the Sachivayala Gymkhana".

1. Only Life Members whose names appear in the Membership list as on the last date of March prior to the election are eligible to vote.
2. Nomination forms can be obtained from the office of the Gymkhana on working days between 11.00 A.M. and 6.00 P.M. from * * to to..... *.....
(*One week from date of displaying the Notice on Notice board.)
3. No Life member shall nominate more than one candidate.
4. a) The nomination shall be in writing, showing clearly the full name and address of the nominee (Department and Residence), who shall be a Life Member, Gymkhana membership number and their willingness to serve as the member of the Managing Committee. Name and Gymkhana membership number of the propose and seconded (both only Life Members).
- b) The Nomination forms shall be accompanied with a sum of Rs. 1000/- (Rupees One thousand only) in cash, as an Election Deposit.
- c) Election Deposit will stand forfeited if a candidate fails to secure 1/4th of the votes, polled by the fourth winning candidate.
- d) Nomination forms not strictly in conformity with Rule 4(a) & (b) mentioned above, are liable to be rejected.
5. The nomination shall be received in the Office of the Gymkhana between 11.00 A.M. and 6.00 P.M. from.... *.....*' to..... *..... (Both days inclusive) exclusive of Sundays and Notified Holidays. (*15 days from date of displaying the Notice on Notice Board.)
6. (a) The Presiding Officer shall scrutinize the nomination papers received on the next working day after the period referred to in Rule 5 above.

A nomination paper shall be deemed to be invalid –

- (i) if it is not made in accordance with the provisions of rule 4(a) & (b) above,
- (ii) if the candidate nominated is not eligible to be a member of the Managing Committee under Rule 1 to 3, mentioned above,
- (iii) if the nomination paper is received after the expiry of the period referred to in Rule 5, mentioned above,
- (iv) if the member making the nomination is not entitled to vote at the election,
- (v) if the nomination papers received from the same member are in excess of the member permitted under Rule 4 (a) here in above,
- (vi) if it does not comply with any of the Rules and Regulations.

- (b) The list of valid nominations shall be displayed on the Notice Board of the Gymkhana within a fortnight after the closing date of receipt of nominations, by the Chairman or in his absence, the Vice-Chairman or the Hon'ble General Secretary.
7. (a) Any member desirous of withdrawing his nomination, shall give due intimation of his intention to do so, in writing to the Office of the Gymkhana, on or before 7.00 pm within 10 days, from the display of the valid nominations on the Notice Board of the Gymkhana.
- (b) The list of valid nominations shall be sent to all members of the Gymkhana along with Annual Report and the notice convening the Annual General meeting, giving the date, time and place of the election. At least 14 days' notice shall be given to members for the election.
8. There shall not be any kind of canvassing within Gymkhana building on the day of the election.
9. Voting shall be by ballot. The ballot paper shall contain the names of all the contestants printed in alphabetical order.
10. Voting by Proxy shall not be allowed.
11. (a) For the purpose of Election Rules, the Expression "Presiding Officer" shall mean a member who is not contesting the election and who is appointed by the Managing Committee for the purpose of acting as the Presiding Officer at an election. The expression "Polling Officer" shall mean a member, who is specifically appointed by the Presiding Officer to act as Officer-in-charge of Polling booth.
- (b) The Presiding Officer shall convene a meeting prior to the date of the election of the Polling Officers and the candidates contesting the election, to explain the code of conduct to be observed by them on the election day.
- (c) Sufficient number of polling booths shall be arranged by the Managing Committee, which shall appoint one or more polling Officers. The polling officer will give the Ballot paper to only those voters who will show their identity cards (Sachivalaya Gymkhana, Government Office, Driving License, Passport, PAN card). If any voter who happens to come for the voting without his identity card, he may be directed to the Presiding Officer who will verify the identity from the records of the Gymkhana.
12. (a) One ballot paper shall be supplied by the Polling Officer to each voter on the voter signing the counterfoil. The Polling Officer shall satisfy himself about the identity of the voter in the same manner as provided for by Rule 11(c) herein above.
- (b) The voter shall go to the Polling booth, record his vote and put the voting paper in the ballot box provided for the purpose.
13. Any voter who cannot, owing to any bodily infirmity or other defects, record his vote, shall be helped by a person deputed by the Presiding Officer.

14. (a) Before the commencement of the poll, the Presiding Officer shall satisfy the candidates who are present, that the Ballot Box is empty and shall then lock and seal it in their presence.
 - (b) The Presiding Officer shall also show to the candidates who are present, the printed voting paper before the commencement of the Poll.
 - (c) Counting of votes will be done on the same day.
 - (d) The Presiding Officer may allow the presence of candidates and their representatives in the counting area.
 - (e) A vote shall be deemed to be invalid -
 - (i) if it bears the signature of the voter;
 - (ii) if the marking is not clear enough to identify the candidate for whom a vote is given;
 - (iii) if any erasures are made in the voting paper;
 - (iv) if votes are not given in conformity with the provisions of these Rules, meaning if the given votes are more than the posts to be elected.
15. (a) At the time of counting of votes, the contesting candidates or in his / her absence, his duly authorized nominee shall be permitted to be present.
 - (b) After counting, announcement of votes, recounting of votes, within 30 minutes thereafter, an unsuccessful candidate or his nominee may, if so desired by him, prefer an appeal in writing to the Chairman of the Gymkhana stating clearly the ground of his appeal, substantiating it with proper evidence.
 - (c) The Chairman shall consider the appeal and announce his decision immediately followed later, by a written reply to the Appellant and his decision shall be final.
 - (d) The candidates, not exceeding the number of vacancies to be filled in, who have the highest number of valid votes, shall be declared by the Chairman of the meeting to having been elected, as members of the Managing Committee.
 - (e) If two or more candidates secure equal number of votes, the Chairman shall order recount and if even after the recount, the tie exists, the Presiding Officer shall decide the winning candidate by drawing a lot.
16. The unanimous decision of the scrutinizers shall be final. In the case of difference of opinion between them, the matter shall be referred to the Chairman, whose decision shall be final. The scrutinizers shall submit the report to the Chairman in the following form;
 - (i) the total number of voting papers in the box;
 - (ii) the total number of invalid voting papers;
 - (iii) the names of candidates with the total number of secured votes by each candidate.

17. The result of the voting will be announced by the Chairman or in his absence Vice-Chairman and in the absence of both by Hon. General Secretary. The list of such elected candidates shall thereafter, be duly displayed on the Notice Board of the Gymkhana for the information of the Members.
18. The Managing Committee shall consist of maximum 15 members, out of which 12 shall be elected members and 3 members shall be co-opted as provided under rule 21 (A).
Provided that out of 12 elected members;
- (i) Two seats shall be reserved for women members and;
 - (ii) Two seats shall be reserved for the sportsman who has participated at International or National level or who has participated in All India Civil Services Sports event.
 - (iii) 8 (eight) seats shall be reserved for General Category. ("General" means open to all)
Provided that if the same candidate elected from more than one category mentioned In (i) (ii) & (iii), he/ she has right to keep only one seat, and resign from other seat Within 15 days of announcement of the results. Such vacant seat should be filled from the \second highest vote seeker in the said category.
19. Not with standing any thing contained in these rules, no member :-
- a. shall have the right to vote at an Annual General Meeting convened under rule 29 or a Special General Meeting convened under rule 30, as the case may be, unless such member is enrolled as a Life Member on or before 31st March of the last Financial year and has continually been a Life Member of the Gymkhana prior to the date of such meeting and is not in arrears in regard to any payment to be made by him to the Gymkhana.
 - b. shall be eligible for co-option on the Managing Committee for a period of one year from the date of an Annual General Meeting or be eligible for election by the Managing Committee, if he has contested the election to the Managing Committee at such meeting and has lost such election.
- Explanation:** For the purpose of this rule, the term "member" shall mean as only Life Member.
20. After the result is declared, the voting papers will be sealed and kept at the Gymkhana's Office, for six months, after which they will be destroyed with the consent of the General Secretary.