

Kasturinagar Club
RULE'S & REGULATION

KASTURINAGAR CLUB

(A wing of Kasturinagar Welfare Association®)
Kasturinagar 3rd D Cross Bangalore 560043



RULES & REGULATION

RULE 1: TITLE & APPLICATION

- a) The name of the institution shall be a “**Kasturinagar Club**”. It shall be a wing of the Kasturinagar Welfare Association (Regd.).
- b) These rules shall be called “**The Kasturinagar Club Rules**”
- c) They shall apply to all the members/associates of the Club and Managing committee.

RULE 2: LOCATION AND ADDRESS

The Club shall be located at “**No.9, 3rd D Cross , Kasturinagar , , Bangalore – 560043.**”

RULE 3: OBJECTIVE

The Club has been formed by the Kasturinagar Welfare Association, which is the Parent Body, with the following objects:

- a) To promote intellectual and cultural interactions and fellowship among its members.
- b) To provide for social and cultural recreation, sports both indoor and outdoor, arranging picnics, social gatherings, celebrating state, national and international festivals, providing library, reading room, canteen and bar facilities and such other amenities which may be deemed fit in the opinion of the Managing Committee from time to time.
- c) To serve for the all-round development of the Kasturinagar Layout

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- d) The income of the Club by whatever means shall be utilised for the objectives of the club and the Kasturinagar welfare Association and shall not be distributed among its members or anybody else.

RULE 4: DEFINITIONS

CLUB Means “**Kasturinagar Club**”(KNC)

JURISDICTION: Bruhat Bangalore Mahanagara Palike

COMMITTEE Means the Managing Committee of the Club.

DEPENDENT Means spouse, widowed mother, dependent or unmarried children below age of 25 years, widowed daughters and aged parents.

OFFICIAL YEAR Means the official year of the Club shall be from the 1st of April of the current calendar year to the 31st of March of the succeeding calendar year

MEMBER Means a person admitted to any of the categories of Membership in the Club.

EXECUTIVE COMMITTEE means, the President, Vice-President, Hon Secretary, Joint Secretary, Treasurer & Internal auditor of Kasturinagar Club.

MANAGING COMMITTEE means President, Vice-President, Hon Secretary, Joint Secretary, Treasurer, Internal Auditor & Nine Directors of the Kasturinagara Club nominated by the Kasturinagar welfare association

CHAIRMAN OF SUB-COMMITTEE means one who heads the Sub Committee nominated by the Managing Committee of the Kasturinagar Club

RULE 5 : WORKING HOURS

- a) The Club shall normally be kept open from 11 am to 3 pm and 6 pm to 10 pm. in the evening. 3 p.m to 10p.m in all days
- b) The Managing Committee of the Club reserves the right to alter and change the timings subject to Government Rules.

RULE 6: MEMBERSHIP

Any person who has attained the age of 18years and above is eligible to become a member of the Club, subject to the Rules prescribed by the Managing Committee of the Club from time to time.

Any person who desires to be a Member shall make an application in the prescribed form addressed to the secretary of club accompanied by the prescribed admissions fee & supporting documents if any.

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The applicant shall be proposed by a Member and shall be seconded by another Member.

No member shall propose or second more than two applicants for Membership in an Official year and shall not have been disqualified under any rule.

The applicants should preferably be members of the Kasturinagar Welfare Association.

The managing Committee of the Club after scrutiny & interviewing the applicant shall send the application of selected candidate with recommendation to Executive Committee of Kasturinagar Welfare association (KWA) for their concurrence and only on approval from KWA the KNC membership shall be issued.

The application for membership shall be recommended by the Managing Committee of the Club and approved by KWA executive Committee shall be final. The Managing Committee/ KWA executive Committee reserve the rights/liberty to accept or reject an application without assigning any reason.

All the Club members shall enjoy all the facilities of the Club and they shall at all time be bound by registered By-law of "Kasturinagar welfare association@" and Rules & Regulation of the club

6.1 Eligibility of Members:

No person shall be eligible for admission as Member :

1. If he/she has been adjudged as an insolvent of un-discharged insolvency
2. If he/she has been convicted by a court for an offence involving moral turpitude or who is lunatic or suffers from any communicable disease.

6.2 Category of membership

There shall be following classes of Membership:

1) Resident Member

Those who meet the requirement as laid down in Rule 6 above and also shall be member of Kasturinagar Welfare association (KWA) Or Spouse of Kasturinagar Welfare association member are eligible to become Resident Member on payment of an admission fee as fixed by the Managing Committee from time to time.

2) Permanent Member

Those who meet the requirement as laid down in Rule 6 above are eligible to become Permanent Members on payment of an admission fee as fixed by the Managing Committee from time to time.

3) Founder Members : Those who have become the members in the beginning and their membership number is within 200, such members shall be considered as Founder Members of

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the Club for their contribution towards formation of KWA and KNC. Such Founder members are exempted from payment of subscription fees for maintenance of the club.

4) Honorary Member

The managing committee may from time to time offer eminent citizens an Honorary membership for a period of not exceeding two years without payment of admission or annual subscription fees. Membership under this category shall be approved only after the unanimous decision of the managing committee of club & approved by Executive Committee of Kasturinagar Welfare association

RULE-7 : Membership Fees

7.1 Admission fees

The admission fees for the members shall be decided by the Managing Committee & approved by executive committee of KWA from time to time. The admission fee is not refundable.

7.2 Monthly Subscription

All members, except founder members and honorary members are liable to pay a monthly subscription for maintenance of the Club. Such fees will be fixed by the Managing Committee from time to time. The fees shall be paid annually either in advance or before 31st March of all financial years.

Additional fees (apart from the monthly subscription fees) shall be fixed and liable to be paid by members for usage of certain additional facilities provided by the club as fixed by the Managing Committee from time to time.

7.3 Defaulter

If a Member does not pay monthly subscription fees/charges as prescribed from time to time for a continuous period of 3 years, that member will be considered as a defaulter and a notice shall be served by the Hon' Secretary of the Club to settle/clear the pending amount within 15 days from the date of receipt of notice, failing which such member will be suspended immediately and that Member's name will be displayed on the Club Notice board. The service of the club facility to the defaulter will be suspended forthwith.

Further the Default Member shall be provided an opportunity (within a period of one year from the date of becoming defaulter) to clear the pending dues/arrears along with penalty (as fixed by the Managing Committee from time to time) and in the event if the Default member fails to pay the dues/arrears along with penalty within a period of one year from the date of receipt of default notice, the Membership shall be permanently terminated.

RULE-8: DISCIPLINE

Disciplinary Proceedings

A. A Member shall be liable for disciplinary proceedings for the following reasons:

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- i. if the Member is found to have conducted himself or behaved, while in the premises of the Club, in a manner adversely affecting the decency, decorum, peace and order or harmony of the Club.
- ii. If the Member is found guilty of breach of any rules or regulations of the Club and objective of bye-law of Kasturinagar Welfare Association.
- iii. Does any act which is injurious to the discipline, against reputation or interest of the Club
- iv. If the member who is found abusing the Managing Committee of the Club & KWA in the presence of the Staff or other Members of the Club in the Club Premises (Provided the Member/Staff issues a letter in writing to the Managing Committee reporting such incident and verified by the managing committee after conducting enquiry)
- v. If the Member is found creating nuisance outside the compound wall of club premises and causing disturbance to the neighbors of the Club Premises (subject to the complaint being lodged by the neighbors)

B. In such an event (as mentioned above), the Hon' Secretary of the Club will issue warning notice in writing to such a member (to the address as provided in the application form or updated in KNC records) giving 15 days time to respond and subject to tender of apology letter, the said notice may be withdrawn, subject to approval of Committee depends upon gravity of act.

If the Member continues/repeats/commits such acts/deeds etc (as mentioned in para A & B above) within three months from the date of withdrawal of earlier notice, the Hon' Secretary shall immediately issue a notice to such Member, wherein such Member shall be suspended from entering the Club Premises.

Subsequently, the Managing Committee shall issue a notice to such Member (to the address as provided in the Application form or updated in the Club records), giving him/her 15 days period to reply (from the date of receipt of notice) and if the member fails to reply to the said notice within the stipulated period, the Managing Committee shall proceed to pass such orders as it deems fit which may include strict warning or temporary suspension for a certain period or Termination of Membership. The Member shall have the liberty to seek extension of time to issue reply (however not more than additional 15 days)

If the Member does not reply to the notice within the stipulated period or within the additional period, then in that event the said issue shall be referred to the Disciplinary Committee (as formed by the Club). The Disciplinary Committee shall conduct enquiry and if the personal presence of such Member is required, then the Disciplinary committee through the Secretary of the Club seek the appearance of such member on such date and time as fixed by the Disciplinary Committee and submit their report to the Managing Committee of the Club.

The Committee shall based on the report of the Disciplinary Committee and subject to approval from the Committee of the KWA proceed to issue strict warning or suspend the member for a certain period or terminate the membership or pass such other orders.

The terminated members are not entitled to claim any sum including membership fee either from Club. The terminated members are not entitled to use the club as guest also.

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- vi. If the Member is found guilty of breach of any rules or regulations of the Club and objective of bye-law of Kasturinagar Welfare Association also which may adversely affecting the decency, decorum, peace and order or harmony of the Club, the President / Secretary may immediately issue the notice and shall suspend the Member from entering the Club with pending enquiry. The Secretary shall present such cases to the notice of Managing Committee for further action.

The member of any categories shall not admit suspended member to the club as guest. Any member entertaining the suspended member as guest is liable for disciplinary action.

RULE-9

CESSATION OF MEMBERSHIP

All Categories of Membership shall be automatically ceased on the following grounds:

- a. Resignation : A member who wants to resign from the Membership shall send his resignation letter to the Secretary. The Secretary will report the matter to the Managing Committee and the decision of the Managing Committee will be intimated by the Secretary to the concerned person.
- b. Death of a member
- c. Removal of a Member (as mentioned in RULE-8)
- d. Reasons as mentioned in 6.1 above (Eligibility of Members)

On the death of a member, any one member of the family (spouse or children only) of the deceased life member will be entitled to be admitted in the place of such deceased member (subject to production of NOC from the remaining family members (spouse or children)). The new member shall be bound by the By-laws of KWA , rules and regulations of the Club.

RULE-10 : Dependent Guests

Dependent Guests are permitted to avail the facilities of the Club provided they are introduced by member of the Club and are entered in the Guest Register. Guest fee as prescribed from time to time has to be paid by the concerned member (prior to availing the facilities). The Guest shall be entitled to enter the premises along with the Club Member and at no point of time, the guest shall enter the premises in the absence of the Club Member. Club members shall be responsible for maintaining the good behavior of the Guest/s and shall be liable for disciplinary proceedings due to the misconduct of the Guest/s.

In the event, if the Member leaves the club premises, no further services shall be provided to the guest/s who was accompanying the Member.

Each Club Member shall be entitled to introduce four guests and any additional increase shall be subject to approval of the Secretary/President of the Club.

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Dependents (other than the Member's spouse and parents) are not permitted to bring guests to the club.

RULE -11 : Family Members/ Dependent

The Dependent members (spouse, children and parents) of the Club are eligible to avail the facilities of the Club and Club members shall be responsible for maintaining the good behavior of the dependent members and shall be liable for disciplinary proceedings due to the misconduct of the dependent members.

Members shall ensure that their spouse and dependants conduct themselves with discipline, dignity and decorum while in club premises. They shall also abide by rules of club strictly. The club managing committee will not be responsible for any untoward incident or injury caused to them by their own action or otherwise.

If any loss to the club property on account of an act or omission or commission of dependent , such loss, assessed by the managing committee shall be recovered from the parent member .

RULE -12 : MANAGEMENT

The Managing Committee shall be responsible for the smooth and efficient functioning of the Club.

12.1 Office Bearers

The Managing Committee shall consist of President, Vice President, Secretary, Treasurer, Joint Secretary, Internal Auditor and **Nine** Nominated Directors.

The President, Secretary and Treasurer of the Kasturinagar Welfare Association shall be the President, Secretary and Treasurer of Kasturinagar Club.

The Kasturinagar Welfare Association shall nominate the Vice President, Joint Secretary, Internal Auditor and Nine Directors.

The Club Members who have completed minimum Three years of Membership shall be eligible to be nominated as the Vice President, Joint Secretary, Internal Auditor and Nine Directors of the Kasturinagr Club by the Kasturinagar Welfare Association.

Special Invitees/Director: The Managing Committee of the Club (subject to approval of the Kasturinagar Welfare Association) shall be entitled to nominate maximum Two Club Members as Special Invitees/Directors to seek their expertise and feedback/guidance in the management of the Club. They will not have any voting rights in any of the KNC decisions

12.2 Term of Office

The term of the Managing Committee of the Club shall be concurrent with the term of office of the Executive Committee of the Kasturinagar Welfare Association.

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Directors can remain continuously on the Managing Committee or as Directors of the Club for a period similar to the term for the Managing Committee and Executive Committee Members of Kasturinagar Welfare Association, thereafter the said Directors have to remain out of office for a minimum period similar to the term for the Managing Committee and Executive Committee Members of Kasturinagar Welfare Association and after the expiry of the above mentioned term, he/she shall be entitled to be nominated again.

12.3 Monthly Meeting

The Managing Committee shall meet once in a month to conduct the business of the Club.

The Secretary in consultation with the President ~~or Vice President (in the absence of President))~~ shall convene the meetings of the Managing Committee. The Secretary may convene special meetings if necessary or in case of urgency/emergency etc.

The Secretary may send meeting notice at least Five days in advance to the members for the Monthly meetings.

Further in exigencies the Secretary may convey the meeting in consultation with President on receipt of written request from more than 1/3rd of the members of Managing Committee.

The President shall preside over the meeting of the Managing Committee. The Vice-President shall chair the meeting only in the absence of the President.

12.4 Cessation of Managing Committee Member

If any member of the Managing Committee remains absent himself for three consecutive meetings without prior intimation to the Secretary, the managing committee (subject to the approval of the majority of the committee members) shall suspend him as a Managing Committee Member.

The Vacancies of the Managing Committee occurring due to resignation/death/cessation of any member of Managing Committee shall be filled up by the Executive committee of Kasturinagar Welfare association by co-opting any club members. The term of such co-opted members shall be up to the end of the term of the existing Managing Committee.

12.5 Quorum

The Quorum for the Managing Committee Meeting shall be five. If the Meeting is adjourned for want of quorum, no quorum is necessary for such adjourned meetings.

The act of a majority of the members present in any Managing Committee meeting shall be the act and decision of the entire Managing Committee.

12.6 Proceedings of the Managing Committee

Proceedings of the Managing Committee shall be entered in the Minutes Book and kept for the purpose in the Club Office and signed by the President and Secretary or the Chairman who presided over the meeting.

12.7 Business at monthly meetings

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- a) To read and confirm proceedings of the previous meetings
- b) Passing of the previous month/s accounts
- c) To dispose of applications for membership
- d) To attend to all complaints and grievances
- e) Any other business with the permission of the President or Vice-President, presiding the meeting

12.8 Duties of Office Bearers

PRESIDENT

- 1 The President shall be the head of the club and shall preside over all meetings conducted by the Club.
- 2 He exercises general control over the administration, properties, Finance, accounting, development of club, inventory and affairs of the Club.
- 3 He shall have the right to cast his vote if there is any tie.
- 4 To direct, guide and supervise the working of club
- 5 To lead all delegations, Negotiations etc.

VICE PRESIDENT

To assist the President and the Committee in general in the conduct of the business of the Club

In the absence of the President, the Vice President shall act on behalf of President and he shall conduct the proceedings of the meetings.

HONORARY SECRETARY

- 1. The Secretary shall be the Executive Administrator of the Club. He shall call meetings of the Managing Committee with the permission of the President.
- 2. Shall record the proceedings of the Managing Committee Meeting in minute's book and shall be signed by President.
- 3. He shall be in charge of all records and properties (both movable and immovable) of the Club and shall maintain registers/documents to that effect.
- 4. He has to prepare the annual report and present the same to the Executive Committee of Kasturinagar Welfare Association.
- 5. He is responsible for carrying out the day to day administration and shall make all required correspondence in respect of the Club in concurrence with the President.
- 6. He shall certify all payments and get approved by the Committee in the ensuing meeting.
- 7. In the absence of the Treasurer, all moneys due to the Club shall be received by the Secretary and accounted for. He can keep an imprest amount of Rs.10,000/- for day to day expenditure.
- 8. He shall represent the Club in any suit for or against the Club on behalf of the Club
- 9. The Secretary shall keep the President informed & take concurrence on discharge of above duties, whenever he has to be absent from his duties.
- 10. To present annual report on Club activities, Statuary requirements, developmental activities in annual general body meeting of KWA.

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JOINT SECRETARY

1. He shall work to assist the Hon. Secretary
2. He shall perform such all duties of the Secretary in the absence of the Secretary
3. He shall keep the Secretary informed whenever he has to be absent from his duties.

TREASURER

1. He shall deal with all financial matters of the Club and shall maintain all books of accounts like Cash Register etc. He shall present the annual Budget for the club in KWA annual general body meeting
2. He shall pay all the bills etc certified by the Secretary after approval by the President.
3. He shall receive or collect all the moneys and dues payable to the Club and maintain correct accounts and place it before monthly meetings of the Executive Committee.
4. He shall maintain the necessary accounts and issue receipts for all payments received and maintain proper vouchers for the amount paid and present receipt and payment statement-in a monthly meeting of the Managing Committee.
5. He shall remit all daily cash receipt of the Club to the Bank on the next working day.
6. The Treasurer shall keep the President or Secretary informed whenever he has to be absent from his duties.
7. The Treasurer ensures that books of accounts are kept up to date and also accounts of income and Expenditure and balance sheet, duly audited by the Statutory Auditor and to be presented in the Annual General Body Meeting of Kasturinagar Welfare Association.
8. Managing the funds, deposits if any, receipt & payments of bills sanctioned by President / Secretary/ managing committee.
9. To update the President, Secretary or Managing Committee about the financial status in order to enable to take appropriate decisions on developments activities or investments.
10. The bank account/s of the Club shall be operated by the Treasurer jointly with the President or Secretary .
11. To maintain & manage all accounts, statutory payments, filing of periodical statutory returns like GST , Income tax, TDS etc .

INTERNAL AUDITOR/ AUDIT

- 1 The Internal Auditor shall supervise the accounts and conduct detailed audit of account of the Club and shall certify to the correctness of the accounts in the Accounts Book.
- 2 Internal Auditor shall periodically audit books of accounts, purchases & purchase procedures, Statutory requirements, inventory, expenditures etc and shall give his report to president/ secretary/Treasurer who shall review/alert and advise to take corrective action wherever necessary and place before the committee meetings for concerned replies or comments.
- 3 The Internal Auditor shall assist the treasurer in the day to day activities of treasurer in accounting and book keeping.

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- 4 The Managing Committee shall arrange for internal audit of the accounts of the club on regular basis to ensure that the Treasurer or Other office bearers or Chairman of sub-committee concerned as the case may be, take necessary action on audit observations. The treasurer shall place action taken report before managing committee.
- 5 The internal Auditor shall have power to verify inventory, Stocks, Purchase procedures, payments etc. The Secretary shall ensure that necessary assistance is provided for this purpose.

DIRECTORS

The Directors shall attend the meetings of the Managing Committee and assist the Committee in taking decisions and discharging its duties. They may be assigned specific tasks as Chairman & member of Sub-Committee by the Managing Committee.

a.Powers and Duties of the Managing Committee

The following shall be the powers and duties of the Managing Committee.

1. The Managing Committee of the Club will report to the Executive Committee of the Kasturinagar Welfare Association on matters of management, development of club and budget etc. It will take overall directions from the Association in matters of administration.
2. The Managing Committee shall have powers to frame Subsidiary/Sub-Rules for the Proper and efficient functioning of the Club and to amend and rescind them and to frame subsidiary rules not inconsistent with the Rules of the Club for its efficient management.
3. In matters where the Rules of the Club do not specify explicitly, the Managing Committee will follow the Bye Law of the Kasturinagar Welfare Association.
4. The Managing Committee shall have powers to appoint sub-committees & Task team as may be necessary. The Chairman of the Sub-Committee has to be chosen from the Managing Committee of the Club, approved by the Managing Committee of Kasturinagar Welfare Association
5. The Managing Committee shall have the power to appoint, fix the pay and allowances of the members of the Staff and other employees of the Club from time to time and prescribe their service conditions.
6. The Managing Committee shall have the power to suspend, remove or take disciplinary action against any of the staff of KNC.
7. The Managing Committee shall have the powers to raise a loan for incurring capital or any other expenditure of extra ordinary nature commensurate with the objects of the Club if it is considered expedient or necessary by the Managing Committee, in consultation with the Executive Committee of the Kasturinagar Welfare Association, as per the procedure laid down in the bye-laws of the Association
8. The managing Committee shall fix and regulate from time to time all charges for Sports, games, food, and entertainment and incidental service to members of the Club in consultation with the sub-committees, if any.
9. The Managing Committee shall have power to invest the Club funds as per the bye-law of the Kasturinagar Welfare Association.
10. All the decisions involving the policy matters for the working & development of KNC shall be referred to the Executive Committee of KWA for its concurrence well in advance.

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11. The Managing Committee shall have power to write-off at a time amount considered irrevocable to the extent of Rs.1000/- each and in total not exceeding Rs.5,000/- in one financial year.
12. The Managing Committee shall have power to write off any unserviceable assets, irrevocable loss, etc of the value which shall not exceed Rs. 5000/- in a financial year and any amount in excess of Rs. 5,000/- shall be waived off subject to concurrence and approval of the KWA.
13. The Managing Committee shall have power to incur expenditures etc for smooth functioning of the Club and its activities.
14. To institute, defend or Legal proceedings of Club. To negotiate and settle all disputes in best interest of the club.
15. Any statutory expenditures/ incidental expenditure more than Rs 5000/- in cash shall be passed by treasurer and approved by president.

BANK ACCOUNT

The Bank Account of the Club shall be operated by the Treasurer jointly with the President/ Secretary

13.Procurement Process:

13.1) The President, Secretary and purchase committee chairman are authorized to purchase day to day consumable & maintenance items, upto the amount of Rs.10,000/- (Rupees Ten thousand only) total in a Month.

13.2) Any procurement of Goods /Services to be made for the value from Rs.10,000/- (Rupees Ten thousand) to Rs.50,000/- (Rupees Fifty thousand), shall be indented prior to purchase, recommended by either Secretary/Chairman of purchase committee and passed by treasurer and finally approved by the president and later shall be ratified by the Managing Committee.

The purchase shall be carried out on basis of quotations, negotiation, technical / quality assessments.

13.3) High Value purchase/ Works Contract

a) Any capital purchase/ contracts/ developmental activity / Services which has the value of more than Rs. 50,000/- (Rupees Fifty thousand only) shall be indented by any of committee member or Sub-Committee and put up for Managing Committee

b) Managing Committee shall discuss in Committee Meeting of the Club about the Requirement, feasibility, Options, financial implications, funds and the same is finalized to procure, then it shall be presented for approval before the Executive Committee of KWA .

c) On approval from the Managing Committee, either the respective Subcommittee or Executive Committee shall invite the Tender for minimum three vendors & quotations to be obtained. The respective Sub-Committee or Executive Committee of the Club shall frame the required rules & regulations etc for the Tender.

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d) The Executive Committee or the Respective Sub-Committee, on basis of quotations, negotiation, technical / quality assessments shall finalize the Vendor and submit the same to the Managing Committee and subsequently the Executive Committee will issue the Work order/ Purchase order.

13.4) Tenders

a) Any major renovation works or alterations, Civil constructions of Club building, Service Contracts etc shall be taken up on Open Tendering process with closed price bid and minimum two bids shall be obtained .

b) Tender Notice shall be displayed notice board of the KWA/Club premises which will have the validity period for submission of tender. Tender may be published in social media and local news paper.

c) Managing Committee may extend the due date for submission of Tender. If the response for Tender received is less than 3 Bids.

d) The Vendor shall be selected based on the assessment of Technical as well as commercially competitive bid.

d) Following process shall be followed in case the minimum two bids are not received in spite of extension of due date of Tender submission

e) Single Tender Quote

Managing Committee's approval is required for considering in case of Single Tender.

In case of Single tender the Managing Committee consisting of President, Secretary and Treasurer along with the chairman of the Sub-Committee will once again negotiate the price, work contract etc and then finalise the Tender to the Vendor.

f. Multiple Tender Quotes

When more quotations are available, the Managing Committee, consisting of President, Secretary and Treasurer along with the Sub-Committee members shall fix the date for opening the Sealed Tenders and such committee shall open the sealed tenders and record the same. The committee will entrust the Sub-Committee to invite the vendors who are qualified in terms of Techno-Commercial bid for further discussions & Negotiation before finalizing the most competitive vendor. The sub-committee will report to the Managing Committee with their recommendations.

The Managing Committee consists of President, Secretary & Treasurer along with Chairman of Sub-Committee may either finalise the recommended vendor/vendors or call for one more round of negotiations/discussion with the successful bidder/s and finalise.

The Managing Committee of the Club shall place before the Executive Committee of the Club for the Approval, thereby it will be put up to the KWA Executive Committee for final approval and the Purchase order or Work order will be released

13.5) Bar & Restaurant Inventory purchase:

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- a) Bar & Restaurant committee chairman/ Club Manager/ Club Cashier shall propose for indenting for purchase on basis of inventory based on the verification of Inventory status.
- b) Managing Committee consists of Secretary & Treasure shall verify the Indent and decide to Purchase such items based on the cash flow status.
- c) The President after scrutinizing shall approve for the purchase.

. 14.0- Formation of Sub Committees/ Task team

a. The Executive Committee of the club is authorized to form the following Sub-Committees to assign different tasks based on the scope and nature of works/tasks to be taken up on regular basis or to some specific task/s.

- Club Development Committee
- Purchase Committee
- Bar & Restaurant Committee
- Disciplinary Committee
- Sports Committee
- Cultural Committee
- Information Technology Committee
- Cards Committee
- Any other Sub-Committee or Task Team on need basis

Only the Member of the Executive Committee shall be eligible for the post of Chairman to the Sub-Committees and such Chairman position shall be to the extent of two sub-committees only.

Each sub-committees shall have maximum of Five members, out of which Three members shall be nominated from Executive Committee of KNC or KWA and the remaining Two members shall be nominated from Permanent Members from the Club based on their expertise on the subject.

Responsibility of Sub- Committees

- Chairman of Sub- Committee shall organize regular meeting to discuss and report or recommend to the Managing Committee about the Task/work entrusted to them for further approval and process.
- The Managing Committee will review of the sub-committees report or recommendations and approve the same, however the decision of the Managing Committee will be put up for Executive Committee for final approval or in some case it will be put up and ratified by Executive Committee depends upon the urgency of the tasks.

The Executive Committee of the Club shall have the power to Constitute a Special Task Force Team (on special circumstances) comprising of Two or more members from the Managing Committee of the Club or Executive Committee Members of Kasturinagar Welfare Association to carry out the Assigned Work/Task. The Special Task Force Team take up their assigned task and reported to the Managing

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Committee with their recommendations and the same shall be immediately approved by the Managing Committee for execution and later ratified/approved by the Executive Committee of the Club.

General

- a) **Library-** Library shall be maintained and provided with newspapers, periodical Magazines and Books approved by the committee and made available for the use of members
- b) **Lectures and entertainment-** The committee shall arrange for periodical lectures, Entertainments, Cultural programs etc for the benefit of members
- c) **Sports Sections -** The sports section shall be maintained with required articles or equipment's for Indoor or outdoor games, as may be considered necessary.
- d) **Social Events** The club committee may conduct or arrange for social/family Events or any other events of amusement or fun periodically for the benefit of members & their family.
- e) The income generated from the club may be utilized for objectives/benefits of club and Kasturinagar Welfare Association. The income shall not be distributed among its Members or any person etc.
- f) The Audited books of accounts and Annual Budget of the Kasturinagar Club shall be placed before Annual General body Meeting of Kasturinagar Welfare Association.
- g) The Executive Committee of Kasturinagar Welfare Association shall have the rights to alter/amend, introduce, delete either wholly or partly of Rules related to the activities or business of the club from time to time
- h) Any decision taken by the Executive Committee of the Kasturinagar Welfare Association on the management of the Club activities and the rules framed etc shall be final and the same cannot be questioned nor challenged by the Club Members and there is no voting rights for the Members of the Club.