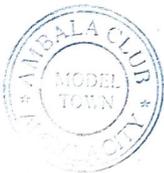


**MEMORANDUM OF ASSOCIATION OF AMBALA CLUB**  
**(REGD.) AMBALA CITY**

1. The name of Society is Ambala Club.
2. The registered office of the society will be situated at Model Town, Ambala City in the state of Haryana.
3. The aim and objective of which the society is established are:-
  - a. To set a club for recreational, society, sports activity, cultural activities of residents of Ambala irrespective of sex, age, caste, religion or community.
  - b. To publish and promote publication of literature, journal and album etc. That may help in promotion of objective aforesaid.
  - c. To establish and maintain library catering to the needs of the members.
  - d. To subscribe to or become a member of or otherwise to co-operate with other associations (whether incorporated or not) whose objects are altogether similar to that of this society.
  - e. To receive or raise funds for smooth running of society by the way of loans grants/donation from individuals, societies, firms, companies, bank, govt. And/or others sources and to apply the same for attainment of the objects.
  - f. To open and operate banking accounts into one or more banks as may be found convenient and to draw, make, accept, discount, execute and issue bills of exchange, promissory notes, bills of landings, warrants, debentures, and other negotiable instruments and securities.
  - g. And generally to do or carry out such other activities, deeds, and things as are necessary or incidental and conducive attainment of the above objective or such others as may be determined from time to time.
  - h. The income and property of the society shall be applied solely towards the promotion of the objectives of the society as set forth in memorandum of association and no portion, there shall be paid or transferred, directly or indirectly, by way of dividends, bonus or otherwise by way of profit, to the members of society.



A series of handwritten signatures in blue ink, including "Jit", "Rohit Gupta", and "Achal", along with other illegible signatures.

- i. No member of the governing body of the society shall be appointed to any salaried office of the society paid by the fees that no remuneration shall be given by the society to any member of such governing body except repayment of out of pocket expenses and interest on money lent or rent for the premises leased to the society.
- j. To apply its profit, any income in promoting its objective.
- k. If upon winding up dissolution of the society there remains after satisfaction of all its debt and liabilities, any property whatsoever, the same shall be given or transferred to some other institution having objects similar to objects of the society at or before the time of dissolution.
- l. Quarterly financial statement and minutes of monthly meeting to be submitted to the District Registrar, Chairman and vice Chairman by the executive committee.



4. The officers of the society have been entrusted to the following management initially :-

	Name	Occupation	Designation (ex-officio)
i.	Deputy Commissioner	I.A.S	Chairman
ii.	S.D.M Ambala	I.A.S/H.C.S	Vice – Chairman
	<b>(Ex-officio)</b>		
iii.	.....	.....	President
iv.	.....	.....	Secretary
v.	.....	.....	Treasurer
vi.	.....	.....	Joint Secretary
vii.	.....	.....	Executive member
viii.	.....	.....	Executive member
ix.	.....	.....	Executive member
x.	.....	Sr. citizen	Executive member
xi.	.....	Lady	Executive member

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# RULES AND REGULATIONS OF AMBALA CLUB

## 1. INTRODUCTION

Regulations contained in the HRRS Act 2012 shall apply to the society expect in so far as they are amended by the following regulations:-

## 2. DEFINITION

- a. **Club:** means Ambala Club, Ambala City
- b. **BYE-LAWS:** means the byelaws for the organization and working of the club.
- c. **GENERAL BODY:** means and consists of all members on the roll of the club as such by the executive committee.
- d. **Member on Roll:** means any person who has been voted to be on roll of the club as such by the executive committee.
- e. **Life member:** No life member shall be enrolled in future in the club however the old life members will remain.
- f. **Ex-officio member:** means Deputy Commissioner Ambala as Chairman and S.D.M Ambala City as Vice- Chairman
- g. **Dependent Family members:** means a child of member boy/girl below age of 21 years of age and dependent upon a member on the roll of the club.
- h. **Funds:** means the funds maintained in the name of the Ambala Club and shall be controlled by the executive committee of the club only.



## MEMBERSHIP

The present membership of the club, In no case membership can be increased more than the existing members as on today i.e. 15.05.23..The membership can only be increased by the General Body with 2/3 majority in a meeting specially called for increase of the membership. The Executive committee has not right to enrol any new member in the club.

## ADMISSION OF NEW MEMBER

Any person who is graduate, income tax assesses, good standing, having no criminal case against him and of good status desirous of membership of the club shall submit his application in the prescribed form and duly proposed and seconded by the members on the roll in the club office. Executive body of the club shall not enrol any new member in the club

*[Handwritten signatures and names]*  
 d. [Signature] [Signature] Rohit Gupta [Signature] [Signature]

they can only receive the application and will put up all the application in the AGM and get approval of the same from there. The name of such person shall be recommended for the approval of the general house as and when specially called for the same.

### ADMISSION FEE

Admission fee shall be charged as per the following scale subject to revision by the executive committee with resolution passed by 2/3 majorities from time to time but executive committee has no right to reduce the amount charged from the last enrol member on roll of the club.

1. Ordinary regular member 2,50,000/- (two lakh fifty thousand rupees).
2. State govt. Gazette class-1, class-2, holding transferable jobs Rs. 50,000/- (fifty thousand rupees) and for Retired 75,000/- Rs.
3. Central/defence forces or Officer not below the rank of manager of any bank as scale-I officer, chief officers of semi-govt. Organisation i.e. LIC, GIC and corporation etc. Holding the transferable jobs Rs. 1,00,000/- (one lac rupees) for Retired 1,25,000/- Rs.
4. Widow of an ordinary member if applies for membership of the club, she will get the same without paying any charges. This rule applies vice-versa. In case of death of a female member, her husband will get the same without paying any charges to the club if apply for the same within three months from the date of death.
5. A member can swap his membership with his spouse on payment of rs. 25,000(twenty five thousand)
6. Dependent member Rs. 1,50,000/- (one lac fifty thousand rupees). Dependent member means son and daughter of the club member who has become major can be the member of the club by paying half of the admission amount at that time. New membership rule will apply on this category too.
7. No admission fees will be charged from ex-officio members.

### SURRENDER OF MEMBERSHIP

If any member of the club will surrender his membership to the club, he will entitle for a sum of Rs. 30,000/- (thirty thousand). This will apply on the first come first serve basis. The club administration has every



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*Resist Gupta*

right to deal with these type applications subject to the funds of the club.

**Monthly subscription**

- 1. A monthly subscription fee per month shall rs. 250/- for the regular member, Rs. 188/- for the senior citizen above age of 60 years, Rs. 100/- for the super senior citizen above age of 75 years subject to revision by the executive committee.
- 2. No subscription fee will be charged from the ex-officio members.
- 3. The absentee provision is not applicable.
- 4. Guest fee will be charged as determined by the executive committee from time to time.

**THE TERM OF EXECUTIVE COMMITTEE**

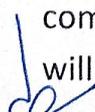
The term of the executive committee shall be one year running from 1<sup>st</sup> april to 31<sup>st</sup> march i.e. one financial year (365 days)

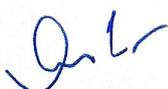
**ELECTION OF THE EXECUTIVE COMMITTEE & ELECTION SECHEDULE**

The elections of the executive committee would be held on or before 31 march of every year. The members of the club shall elect the office bearer and members of the executive committee in the election. In case of delay in the election of the club the president of the club has the power to appoint the administrator till election & the administrator will not be from the present outgoing executive.

- a. Membership fees (other than life time members) will be deposited in fixed deposit account of the club.
- b. 1 feb -15 feb Dues Clear  
 16 feb – Publication of voter list  
 1 march – 7 march - Objection  
 8 march - - Hearing  
 11 march - final publication  
 14 march - notification  
 15-18 march - Nomination  
 19 march - scrutiny  
 30 march - Election & results.
- c. Time table for election, returning officer as appointed by Deputy commissioner, Ambala during these 15 days executive committee will have no powers during this time and Returing Officer with







(6)

help of Manager of the club will look after the Administration of club.

- d. Member will have to take NoC from the club office after clear their all kind of dues of club for casting their vote in Election and have to show their membership ID and No dues certificate at the time of casting their vote as per the election notice.

**Election fee for the post:**

- |                      |              |
|----------------------|--------------|
| 1. PRESIDENT -       | RS. 10,000/- |
| 2. Secretary-        | RS. 7500/-   |
| 3. Joint secretary-  | RS. 5000/-   |
| 4. TREASURER -       | RS. 5000/-   |
| 5. EXECUTIVE MEMBER- | RS. 3500/-   |

This amount is compulsory for every candidate contesting for the respective post and this amount is non refundable, later in case of withdrawal without of candidature.

Without paying the election fee no member can contest the election of the club for any of the post.

**EXECUTIVE COMMITTEE**

The executive committee will consist of the following officer bearers and members.

**CHAIRMAN**

Deputy Commissioner, Ambala shall be ex-officio chairman of the club.

**VICE- CHAIRMAN**

S.D.M, Ambala city shall be ex-officio vice-chairman of the club.

**PRESIDENT**

Elected by the members of the club.

**SECRETARY**

Elected by the members of the club.

**JOINT SECRETARY**

Elected by the members of the club.



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*Rohit Gupta*

**TREASURER**

Elected by the members of the club.

**EXECUTIVE MEMBERS**

The members of the club shall elect five members for the executive members in the election. In the executive committee members out of five one post would be reserved for female member and one for senior citizen attaining the age of 60 years & remaining three posts are open (total five). The chairman of the club can appoint two executive members among the members.

**ELIGIBILITY OF CANDIDATE FOR THE POST OF PRESIDENT**

Any member who wants to contest for the post of president in the club has to fulfil the following conditions:

1. He has minimum standing of five years in the club from the date of his enrolment as member in the club.
2. No member can contest the election of President if he has remained two (2) times chairman/president in the club.
3. He has to be an elected secretary/joint secretary/ treasurer of the club after being elected as executive member.

**CLARIFICATION**

Member who has remain elected executive member for one term and thereafter he become either secretary/ treasurer and only thereafter he can contest for the post of president.

**ELIGIBILITY OF CANDIDATE FOR THE POST OF SECRETARY/JOINT SECRETARY AND TREASURER**

Any member who wants to contest for the post of secretary and treasurer in the club has to fulfil the following conditions:

1. He has minimum standing of 5 years in the club from the date of his enrolment as member in the club.
2. He has to be an elected executive member earlier.
3. No member can contest the election of Secretary/Treasurer /Joint secretary if he has remained two (2) times Secretary/Treasurer/ Joint secretary in the club.



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**CLARIFICATION**

Person who has remained elected executive member for one term is eligible for the post of secretary/treasurer/joint secretary and only thereafter he can contest for the post.

**ELIGIBILITY FOR THE POST OF EXECUTIVE MEMBER**

Any member who wants to contest for the post of executive member in the club has to fulfil the following conditions:

1. He has minimum standing of five years in the club from the date of his enrolment as member in the club.
2. No member can contest the election of Executive if he has remained two (2) times Executive in the club.

**CLARIFICATION**

Person who has not completed 5 years as member in the club is not entitled to the contest the post of executive member. No person can remain executive member on consecutive years.

No beneficiary of the club (contractor/vendors) in any manner can contest the election for any of the post i.e. President, Secretary, Joint secretary, treasurer and executive members.

To contest for any of the post for the club executive the candidate has to obtain a No due certificate from the club office and without no due certificate his nomination paper would be rejected.

**FILLING OF VACANCIES IN THE EXECUTIVE COMMITTEE**

Any vacancy created due to any reason in executive committee of the club shall be filled by nominating any member of the club by the Chairman of the club. The term of the members so nominated shall automatically expire along with elected members of executive committee.

**POWERS & FUNCTIONS OF GENERAL BODY:**

1. To elect the executive committee.
2. To consider and amend the rules & regulations of the club as may be deemed fit for the betterment of the club. (Constitution can only be amended by the general body of the club in a meeting



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specially called for the amendments in the constitution with a minimum presence of 50 % of the club members.)

## CLARIFICATION

As an when more than 150 members of the club give in writing any suggestion for the amendment of the constitution of the club then the executive committee within 21 days and then will serve a 21 days' notice to the members in the regard and will call a meeting specially for this amendment in club constitution. The constitution can only be amended with special majority not to be less than 50% of the total members and 2/3 of present majority of the club member.

3. To receive the reports on the working of the club from executive committee and to review the working of the club together with statements showing the receipt and expenditures, assets and liabilities, and profit & loss A/C for the year.
4. To consider the auditor's report on the accounts of the club
5. To consider any other business referred for the consideration by the executive committee.
6. To consider & approve any single expense above 10 lac.
7. To consider & approve any plan of change in land, building or major assets of the club. The type of changes can only be made after the approval of the general house. Executive committee has no power to approve the plans of building, change of land use including major assets of the club.



## POWERS AND DUTIES OF THE OFFICE BEARERS & EXECUTIVE BODY

**CHAIRMAN:** Club will function under the guidance of the chairman of the club. He/she will no role into the daily affairs of the club generally but executive committee shall follow the directions of the chairman given to them time to time for the up liftment of the club.

**VICE –CHAIRMAN:** Club will function under the guidance of the chairman of the club. He/she will no role into the daily affairs of the club generally but executive committee shall follow the directions of the vice-chairman given to them time to time for the up liftment of the club.

**PRESIDENT:** The president shall discharge his duties in the consultation with the executive committee. He will consult with executive committee/secretary to call the meeting with the information to the Chairman/vice- Chairman. He shall present before the general body the achievement of the club during the year, and before the general body the achievement of the club and its activities. He will exercise control and supervision over the staff of the club and report the matter to the executive; he will also arrange programme for occasions such as New Year diwali, 15 Aug and 26 jan compulsory in consultation with executive committee and will submit his report in the next meeting of the executive committee for information. Any emergent decision/action taken by the President in consultant with secretary and treasurer shall present in the meeting of executive committee.

**SECRETARY:** The post of secretary is to assist & co-ordinate the functioning of executive committee & club administration. He shall record proceedings of the meeting and ensure speedy follow up action of such proceedings. To carry on such other duties and activates as entrusted by Chairman/President/executive committee, and will maintain the proper record of proceedings. He will be overall responsible for upkeep of all records and documents of the club. He will assist the President in day to day functioning of the club. He will maintain stock inventory of all club assets and property. He will also monitor the daily income and expenditure accounts maintained by the treasurer.

**JOINT SECRETARY:** In the absence of the secretary the joint secretary will do all the works of the secretary.

**TRESURER:** He shall be custodian of all finances of the club. He shall be responsible for keeping the regular accounts with regards to income, expenditure, receipts and payments, assets and liabilities and stock etc. To make payments after the proper authorization from President and secretary & cheque/voucher duly counter-signed by secretary & President. He will be the over all in charge of all finances and will insure that all payments received from the members and from any other source must be deposited in the bank immediately. He is authorized to keep imprest money amounting 20,000/- with the manager for purchase of petty items of daily



↓  
*Atcharya*      *Joint*      *Robert Guttis*

needs. He will prepare monthly income and expenditure A/C and put up in the next executive committee meeting for perusal. He will ensure that the accounts are properly maintained and the bills are issued to the members in time for timely payments are not received from the members within the prescribed period he will inform the President and executive committee for taking necessary actions as provided in the rules.

**NOTICE OF MEETING:** Meeting of the executive committee can be called by giving 72 hours notice to each member of executive committee.

**QUORUM OF THE EXECUTIVE COMMITTEE:** The Executive Committee shall meet at least once in a month and the Secretary will intimate the date and time of the meeting of the members ordinarily 72 hours in advance. An extraordinary meeting however, could be called by giving two days notice in advance by the Chairman/Vice- Chairman.

The Quorum shall consist of 6 members. In case no quorum is formed within half hour of the appointed time the meeting shall stand adjourned to a date fixed by the President. In the absence of the president, the members may appoint one of its members to head that meeting only.

Any vacancy, occurring in the Executive committee in the course of one year may be filled up by the committee for the period of vacancy by co-option from amongst the members by the Chairman.

In the event of the Chairman forming an opinion that a particular decision taken in his absence is not conducive to the character, stability, solidarity or smooth working of the club or is injurious to its interest may suspend the resolution in question and direct that the subject be again discussed in his presence by the committee.

**CESSATION OF MEMBERSHIP**

Any member may withdraw from the membership of the club by giving a written notice to the secretary of his intention to do so but such notice must reach the secretary, at least one calendar month in advance.

A member whose subscription and other dues are in arrears shall not be entitled to vote for any purpose what so ever until such arrears have been cleared. A 15 days notice to such member is required to clear his dues. A member whose subscription and other dues are in arrears for more than



*[Handwritten signatures]* Rohit Gupta, Acharya

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six months shall lose all the privilege of membership of membership until his dues have been paid. Order of the restoration of defaulting member name on the register of members after paying the revival charges of membership of Rs. 20,000/- along with charges i.e. monthly charges, function charges and interest on the said amount. The member can claim his membership in this category within a period of three months, thereafter he will have to apply for a new membership.

**The membership shall be discontinued if the member:-**

1. Has been found to be unsound mind.
2. Is an undercharged insolvent.
3. Has been convicted by a court of law for an offence involving moral turpitude.
4. Commit an act and conduct against interest and activities of the club or gave any kind of statement in electronic media, social media, print media etc against the club.
5. Has not cleared his dues within stipulated period of six months.

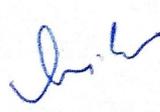
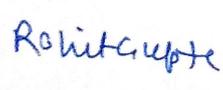
Any member who ceases to be member shall nevertheless remain liable to pay all dues that were due at the time of cessation of the membership.

**REGISTER OF MEMBERSHIP:** The club shall maintain a register of members and record the names, addresses and occupation of all the members and all changes in the membership that takes place from time to time and shall be signed by the President and secretary of the club.

**FINES & FORFEITURES TO BE IMPOSED ON ANY MEMBER:** As per byelaws framed by the club from time to time and as per decision of the executive committee or advised by the president of the club.

**ADMISSION, SUSPENSION AND REMOVAL OF THE MEMBERS:** The executive committee shall be the sole authority by a 2/3<sup>rd</sup> majority vote to suspend or remove any member of the club with the approval of the Chairman.

**NOTICES OF GENERAL MEETING:** Two weeks (14 days) clear notice shall be sent to all members specifying the date of an ordinary annual general meeting and members wishing to bring any questions for discussion at the meeting shall send in writing the secretary 10 days before the date of meeting. Accidental omission to give any such notice to any member shall

not invalidate the proceedings at any meeting. The AGM shall be held in the 3/4<sup>th</sup> week of February.

**MEETING QUORUM OF GENERAL BODY:** At least 1/3<sup>rd</sup> members of the total membership of the club shall form quorum for the meeting of the general body.

#### CLARIFICATION

For the amendment of the constitution the quorum of the general body meeting is 2/3<sup>rd</sup> members on the club role.

**ADJOURNMENT OF GENERAL MEETING:** if within half an hour from the time appointed for meeting quorum is not complete, the meeting if convened upon requisition aforesaid shall be dissolved, but in any other case it shall be adjourned to the same time and place in the next week and if at such adjourned meetings quorum is not present the members present shall form a quorum. But minimum 15% of the members on role are to be present only then the quorum shall be deemed completed.

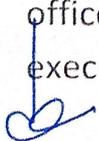
#### CLARIFICATION

If the members are less than 15% on the club role are not present then the general body meeting shall be cancelled and shall be called after a period of 7 days at the same time same day same place.

**EXTRAORDINARY GENERAL MEETING:** The executive committee at any time call extra ordinary general meeting, and shall on the written requisition of at least 1/6<sup>th</sup> members of the total membership or more members convene an extra ordinary general meeting within 21 days of receipt of that requisition. Any such requisition shall specify objective of calling the meeting.

#### APPLICATION OF FUNDS:

1. All expenditure of the club in respect of its running activities shall be met out of funds.
2. The funds of club which are for the time being idle shall be kept in post office or any nationalized bank or any other mode as may decided by the executive committee.



Rowitupte



**ADMIT OF FUNDS:**

The financial year of the club will be reckoned from 1<sup>st</sup> april to 31<sup>st</sup> march, the auditors who shall be appointed by the executive committee shall audit the accounts of the club funds from time to time. The auditors shall submit their report of the executive committee.

**AMENDMENT OF THE RULES & REGULATIONS:** The rules & regulations of the society can be amended by more than 50% of the total strength of the club member and 2/3<sup>rd</sup> of present and voting of the general body.

**CLARIFICATION**

No amendment can be done in any general body meeting called by the members/executive committee of the club.

No member is allowed to vote in general body meeting by proxy.

Only members present in person can vote on any item being considered by the general body.

**SPECIAL/GENERAL CLAUSES**

1. Executive committee has not power to appoint any temporary or honorary member in the club.
2. After every meeting of Executive committee Minutes of the meeting shall be upload on club sites.
3. Member parliament from Ambala lok sabha and member of legislative assembly(Haryana) Ambala City shall be the honorary member of the club by virtue of their post.
4. CTM Ambala City, Tehsildar Ambala City, Naib-tehsildar Ambala City, ASR office of SDM office/DC office Ambala City shall be the honorary Persons for the club by virtue of their post.



**CLARIFICATION**

M.P. and M.L.A will only enjoy the honorary membership until and unless they remained the elected member of their respected houses. If they resign their post or got defeated in election, they will not be the honorary member of the club.

*[Handwritten signature]*  
*[Handwritten signature]* Rohit Gupta

A person who has remained as elected person on any of the post in the club prior to the adoption of this new constitution is eligible to contest the election as per the categories mentioned above.

If he has remains executive member, he can contest for the post of secretary, treasurer.

If he has remain on the post of secretary, treasurer, he can contest for the post of President, but if he has not completed the 5 years in the club, he is not eligible to contest the club election for the post of President.

If a person has already remained on any of the post executive, secretary, treasurer, vice President, Chairman (prior to adoption of this new constitution) these rules are applicable on those members also.

  
Darshan Kumar, H.C.S  
Sub-Divisional Officer (Civil)  
Administrator  
Ambala  
Ambala Club

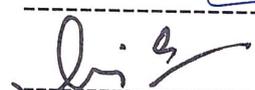
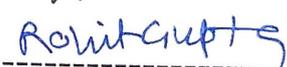
  
Naib-Tehsildar  
Ambala City.

Sh. Bhupinder Sharma, ASR

Sh. Arvind Sikri (Ex- Chairman/msno. 63)

Sh. Sandeep Sachdeva (M.Sno. 3)

Sh. Rohit Gupta (M.Sno. 97)

  
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