

LAHORE GYMKHANA

BYE-LAWS

(To be read with Memorandum & Articles of Association)

The final control and ultimate authority over the affairs of the Lahore Gymkhana vests in the Permanent Members through General Meetings. The Management of the Club is conducted through the elected Committee of Management.

1. GENERAL:

- a. The Committee may, from time to time as considered necessary for the efficient running of the Club, make, modify or annul Rules, Sub-rules or Bye-Laws consistent with these Articles, which shall be binding upon all categories of members, regulating for example, conduct of business by the Committee, the Sub-Committees, the Chairman, the Members, the Club Staff and as regards financial arrangements, receipts and payment of money, the granting of receipts / drawing of cheques etc;
- b. All Rules, Sub-Rules, Bye-Laws as and when introduced, modified or annulled by the Committee, shall take effect on their being posted on the Club Notice Boards, under the signatures of the Secretary.
- c. All Rules, Sub-Rules or Bye-Laws made, and acts done and proceedings taken by the Committee under the Articles of Association shall be communicated to the Members from time to time for information.
- d. The Committee of Management appoints a Secretary for the general administration of the affairs of the Club and to give effect to the decisions of the General Meetings and the Meetings of the Committee of Management. Subject to overall control of the Committee, the duties of the Secretary are such as the Chairman and the Committee may prescribe from time to time in that behalf.

2. SUBSCRIPTIONS, TARIFFS AND OTHER CHARGES:

- a. All facilities of the Club shall be handled, as much as possible, on a self-sustaining basis with due regard to overall financial solvency of the Club and its expenses for utilization of the facility. The Committee shall remain vigilant so that cross subsidization of facilities does not reach a point as to negatively impact the financial health of the Club.
- b. Monthly Subscriptions and all other subscriptions such as Sports / Games / Library and Entertainment subscriptions etc. shall be levied on all categories of Members at the rates determined by the Committee from time to time.

- c. All Membership Fees and Subscriptions are payable in advance. All other dues shall be payable by the last date of following month for which the bill is issued. Save as may be specifically provided for in these Articles, no allowance or refund in respect of any Membership Fee or Subscription, which shall have become due or payable, shall be made on the ground that a Member is leaving Lahore or Pakistan or ceasing to be a Member at any particular time.
- d. A bill for expenses incurred and for subscriptions due will be sent or presented to each Member by the second week of the month following the previous month to which it relates.
- e. When a Member defaults in making payment of his/her dues within the stipulated period, the Secretary shall issue him/her a notice to be sent clear his/her dues within fifteen (15) days of its receipt. If the Member does not clear his/her dues within the prescribed period, the Secretary shall post the said Member and debar him/her from using the Club. If the Member so posted and debarred pays all his/her outstanding dues within thirty (30) days of the date of his/her posting, he/she shall resume his/her membership in the normal manner. Failing this, his/her membership will automatically stand terminated.
- f. If, on representation by an affected Member, the Committee is satisfied that the default in payment of the dues was occasioned for reasons beyond his/her control, it may pass such orders as it may deem fit including the resumption of membership after settlement of his/her outstanding dues as under:

Amended

- i. Within 1 (one) Year Period: On payment of upto date dues. **(plus Rs.20,000/-) COM 11th July, 2020**
- ii. Within 2 (two) Years Period: On payment of upto date dues along with 10% of the applicable Membership Fee.
- iii. Within 3 (three) Years Period: On payment of upto date dues along with 20% of the applicable Membership Fee.
- iv. After 3 (three) Years and Before 5 (five) Years Period: On payment of upto date dues along with 30% of the applicable Membership Fee.

Amended

- v. After 5 (five) Years Period: Only Permanent Memberships shall be restored on payment of upto date dues along with 50% of the applicable Membership Fee and the Membership Status will be changed to "Regular". All other categories of Membership shall not be restored after 5 (five) years period.

- g. Notwithstanding the provision laid down in (b) above the senior members shall pay the advance monthly subscription / sports subscription at the following rates:-
- i. Members who are 65 years of age and above – 50% of Sport/s subscriptions only.
 - ii. Members who are 70 years of age and above - 50% of monthly subscriptions.
 - iii. Members who are 70 year of age and above and also have a standing of 30 years or more - 25% of monthly subscriptions.
 - iii. Members who are 80 year of age and above and also have a standing of 30 years or more – should not be charged any subscription (*AGM: 31-12-19 adjourned for 07-01-20*).
- h. In case of default parents of children who become members in Members' Children Category shall be responsible for payment of Club dues of their children viz-a-viz such children shall be responsible for payment of Club dues of their parents.
- i. Members shall without deposit in advance be entitled to sign upto a maximum billing limit as under; Provided that the amount of purchases made at the Shop, the Pro-shop and the bill of room occupation and other services in the guest rooms shall be payable either by cash or through a debit or a credit card
- i. Permanent, Regular, Mess and Temporary Rs. 20,000
 - ii. Foreign and Diplomat Rs. 10,000
 - iii. Non-Earning Rs. 5,000

3. MEMBERSHIP FEES/SECURITY DEPOSIT:

- a. Membership Fees/Security Deposit for membership of various categories of applicants is as under.
- i. Open Category (other than Government Servants) Rs. 1,200,000
 - ii. Serving/Retd Government Officers and Officers of Armed Services. Rs. 177,000
(For the purpose of Club Membership Fee, Government servants are defined as those who have entered the services through Federal or Provincial Public Service Commission or through Inter-Services Selection Board)
 - iii. Members Children for Non-Earning Membership Rs. 5,000
 - iv. Members Children for Regular Membership Rs. 150,000
 - v. Corporate (for 15 years) Rs. 2,500,000
Change of Nominee (Corporate Membership) Rs. 30,000
 - vi. Mess/Temporary Members Membership to *Rs. 25,000
(*COM 21-07-2018)
(Refundable Security Deposit) Rs. 20,000
 - vii. Foreigners (for two years) *US \$ 5,500

viii. Diplomats (for one year) *US \$ 3,500
 (* COM 05-10-2018)

- b. Difference of Membership Fee, if any, at the time of grant of membership, will be charged accordingly.
 c. All Membership Fees are subject to 10% Contingency Fund.

4. **MEMBERSHIP:**

- a. Following will be the Criteria for admitting Members:
- i. Applicants must be University Graduates. For Members' sons the same standard shall apply. However, in case of Members' daughters the minimum qualification should be F.A.
 - ii. Have five years standing in their profession.
 - iii. In a private organization, they must be Director level. In multinationals and foreign banks, they should be at Manager level.
 - iv. Government Servant should be at least in grade 18.
 - v. Self employed must have amiable personality, and be of outstanding integrity.
- b. Invitation Members will be made Regular Members subject to their good conduct and their minimum aggregate monthly expenditures are not less than Rs.5,000/- p.m. for three months. In case of guilty of misconduct Invitation Members be liable to strict disciplinary action decided by the Committee on case to case basis. While on Invitation, subscription of one game is mandatory.
- c. Regular Members may not be granted Permanent Membership on any of the following grounds:
- i. Have not completed minimum five (5) years period as Regular Members
 - ii. Being a defaulter in payment of Club dues, on more than three (3) occasions and having been posted on that account.
 - iii. Having been involved in any incident or activity considered by the Committee to be prejudicial to the interest of the Club or discipline of the Members. This will include any misconduct by the family members or guests of the member concerned.
- d. **Absentee Members:**
- i. A Permanent or a Regular Member may be treated as an Absentee member when he/she goes out of the country for minimum one month, provided a written intimation is given to the Secretary prior to his/her departure. Such a member on the Absent List will be charged 50% of prescribed

Monthly Subscription or such other amount as may be determined by the Committee from time to time.

- ii. A Member, who fails to give notice of departure to the Secretary in writing, shall be liable to pay full subscription until such notice has been given. A Member on the Absent List will not be permitted to use the Club without giving notice on arrival in writing to the Secretary alongwith proof of stay abroad.

e. **Outstation Members:**

Permanent Members, who shift their residence or place of business to an outside station, from the limits of Lahore or Lahore Cantt for a period of six months or more, on application made in that behalf, may have status of Out-station members. Such members will be charged for Advance Monthly Subscription, Welfare and Development Funds and shall be exempted from other subscriptions such as Library, Film, Musical and Utility charges, This status shall not be available to those members who are on "Invitation" or are "Regular". It shall also not be admissible to those members who are "POSTED" by the Club.

f. **Members' Discipline:**

- i. The Committee may call upon any Member, who fails to comply with any of the Articles of Association, Rules, Bye-Laws or directions of the Committee, or who may be guilty of conduct regarded by the Committee as prejudicial to the interests of the Lahore Gymkhana, to show cause why such conduct should not be dealt with by the Committee. The period allowed for the Member's reply shall be left to the discretion of the Committee.
- ii. Upon the receipt of any explanation which such Member may deem fit to offer, or failing the receipt of such explanation within the period specified, the Committee may proceed to deal with the matter as under:
 - (a) 1-2 Violation: A written warning or suspension of Membership for a period depending on the severity of violation.
 - (b) 3-4 Violation: Change of Membership Status from Permanent to Regular and Regular to Invitation.
 - (c) 5-6 Violation: Termination of Membership with due notice.
- iii. Record of disciplinary violations will be kept in the Personal file of each member by the Secretary.

- iv. In case of 2/3 violation of Rules/Byelaws by an Invitation Member, his/her Invitation will straightaway be withdrawn.
 - v. In case of violation of Rules/Byelaws by a Non-earning Member his/her Non-earning Membership will be suspended for a period ranging from 1 to 4 months, or more depending on the nature of violation or as decided by the Committee.
 - vi. In case of a violation or misconduct of a very serious or grave nature by a member, the Committee may proceed to terminate his/her Membership straightaway.
 - vii. A Member may be dealt with by the Committee under this Clause for:
 - (a) Misconduct on the part of, or for non-payment of dues contracted by any person introduced by such Member or admitted as a member of his or her household, in the same manner as if such Member had been guilty personally of such misconduct or had contracted such account.
 - (b) Making allegations against other member/s in writing, through SMS / Brochures / Leaflet etc. or otherwise which have been reported to the Club Administration..
 - viii. In case of serious altercation on incident involving manhandling, Club Secretary is empowered to suspend a member/members involved till final decision by the COM.
- g. **Cessation of Membership:**
Members of all classes, including Permanent Members, shall cease to be so upon:
- i. Tendering resignation in writing,
 - ii Membership terminated for Non-payment of Club dues and not restored thereafter as per Byelaws.
 - iii. Passing of a resolution by not less than three-fourth of the total members of the Committee excluding him from membership;
 - iv. Conviction for committing a criminal offence and the conviction having been upheld by the appellate authorities;
 - v. Removal from public or private service on reasons involving moral or financial turpitude.

5. **MEMBERSHIP CARDS:**

All members should obtain "Lahore Gymkhana Membership Card" for themselves and for their family members. This card serves as an Identity

and Credit Card for use in the Club. For using the Club facilities the card must be produced:-

- a. When requested by the Club staff or Management at any time in the Club.
- b. When signing voucher/s.
- c. For identification during Club functions and while on sports grounds.
- d. No entry will be allowed in the Club functions and No Service will be provided anywhere in the Club without Membership Card(s).

6. VACANCY IN THE COMMITTEE:

A vacancy shall be deemed to have occurred:

- a. When a Member of the Committee ceases to be a resident of Lahore or Lahore Cantonment or resigns.
- b. When a Member of the Committee fails continuously for a period of three (3) months to attend the meetings of the Committee without prior intimation.
- c. When a Member of the Committee is absent from Lahore for a period exceeding three (3) months without prior intimation and if such a member returns to Lahore within the period for which he/she was elected, he/she may resume his/her place in the Committee, provided that the Committee condones his/her failure to attend the meetings of the Committee or his/her absence from Lahore mentioned in clauses (a) and (b) for reasons to be stated by him in writing to the satisfaction of the Committee.

7. SUB COMMITTEES:

The Chairman may appoint Convenors from amongst the members of the COM and allocate them various Departments as deem fit. The Convenor so appointed, after the approval of the Chairman, may appoint Sub-committees, Honorary Captain and Secretaries of various disciplines from amongst the Permanent Members on the basis of their expertise for monitoring and smooth functioning of the Club.

8. ELECTIONS OF THE COM:

- a. No Members shall be allowed to seek election to the COM unless he/she has cleared all outstanding dues against him/her before submission of Nomination Papers. Payment of such dues shall be by Cash, Demand Draft or Pay Order only.
- b. No voter will be given a ballot paper unless his/her accounts are clear. However, in case of outstanding dues a voter shall be

permitted to make payment of such dues in cash at the Club Office and having done so a ballot paper will be issued to him/her.

9. **CODE OF CONDUCT FOR THE CLUB ELECTIONS:**

- a. **Entry in the Club:** On Election day only members of the Lahore Gymkhana Club will be allowed inside the Club premises. No outsider will be allowed entry inside the Club.
- b. **Election in one day:** Elections will be conducted in one day, the date for which shall be fixed by the Committee of Management of the Club.
- c. **Cards, Posters & Banners etc:** No stickers, badges, posters, banners, etc. will be either distributed or displayed by any candidate, in the Club premises other than cards of 3 ½" x 3" size maximum.
- d. **No Go Areas:** The stairs leading to the Main Hall as also the area next to the Main Office from where clearance slips are issued will be designated as 'NO GO AREA" on the Election Day and therefore no candidate/s or his/her/their supporters will stand in these areas. Candidates will be restricted to designated areas.
- e. **Canvassing:** No canvassing will be done in the lobby, reception area, lounge, stair case and in No Go Areas by anyone during the voting day.
- f. **List of Candidates:** The list of candidates will be mailed to all Permanent Members at least 8 (eight) days before the day of elections.
- g. **Parties:** No functions or parties, by any candidate or by any one on his/her behalf or in his/her support will be organized on the Club premises ten (10) days preceding and on the day of Elections.

10. **CODE OF CONDUCT FOR GENERAL MEETINGS:**

- a. Mobile phones to be switched off.
- b. Members to come to the rostrum to raise a point or to express their point of view with the permission of the Chair.
- c. Address the Chair and not to indulge into discussion/cross talk with each other. Only one speaker to speak at a time.
- d. Passing remarks/comments while seated is against the decorum/prestige of the Club and the forum.
- e. In case of some disagreement with the point of view of another member, wait for turn and speak when allowed by the Chair.
- f. Matters to be discussed at General Meetings:
 - i. All matters of the Club, other than those discussed at the Annual General Meeting, may be discussed at the Extra Ordinary General Meeting.
 - ii. Provided that any amendment, variation, repeal or addition to the Memorandum and/or the Articles of Association of

the Club shall be made at any General Meeting only by a Special Resolution.

11. GUESTS:

- a. Only Permanent and Regular Members may introduce guests, for dining purpose only, be they local, outstation or foreigners, provided they are not more than four at a time from Monday to Friday. No guest/s are allowed on Saturday and Sunday. The Committee may determine the guest charges, may enhance them from time to time and may also impose restriction on inviting guests on certain places and days of the week. However, this restriction will not apply to playing on golf course by members of other Golf Clubs / foreigners against payment of green fee and when a member reserves a Banquet Hall or a Party Room for his/her exclusive use.
- b. A guest must be personally introduced by a Member and the Member shall be responsible for the conduct of his/her guest/s within the Club premises.
- c. Breach of any of the Bye-laws by the guests will render the introducing Member liable to disciplinary action.

12. DRESS:

Members must adhere to the Club Dress Regulations as laid down below. Members or their guests not properly dressed would not be allowed to use the Club.

a. **Main Dining Room & Lounge:**

- i. Kameez (Collar/Band) with Shalwar alongwith Achkan / Sherwani / Waist Coat /Coat (Carrying the Waist Coat, Coat on hand or hanging it on the arm of the chair / sofa, etc. is not permitted).
- ii. Lounge Suit or combination.
- iii. Trousers and Shirt with Collar / Bush-shirt / Safari Suit.
- iv. Formal Shoes or Moccasins with socks.
- v. Band shirt and Turtle neck shirt with trousers not allowed.
- vi. Sports shirts (of any type) are not allowed in the Lounge/Main Dining Room.
- vii. Joggers not allowed.
- viii. Wearing of Jeans irrespective of the colour, is not allowed in Main Dining Room and Lounge [the Jeans are defined as trousers with 2 x front / back pockets or on both sides, with the seams and other points of stress reinforced with thick cotton thread / small copper rivets].

ix. Girls wearing laggings made of Jean Cloth are allowed.

Note: After Sunset wearing of necktie, is mandatory in Main Dining Room & Lounge.

b. **Chandni, Family, Golf View Café & Terrace:**

- i. Members are expected to wear decent (formal / informal) dress. Smart casual dress be preferred.
- ii. Trousers and Shirt, Shalwar and Kameez (Collar or Band) properly pressed & Safari Suit.
- iii. Jeans may be worn with Half/Full Sleeves Shirt/Bush Shirt/Polo Shirt.
- iv. Shoes / Moccasins, Peshawari / Kohati chappals and brown / black sandals with back straps are allowed.
- v. Kurta with Shalwar / jeans / trousers is not allowed except for ladies.
- vi. Cargo Trousers, Untucked Shirts, Jogging/Track Suits, Shorts / Bermudas are not allowed.
- vii. Children under 10 years of age are exempted in Chandni and Family Café.

Note: Guests and Children under 10 years of age are not allowed in Golf View Café.

c. **Card Room:**

- i. Smart casual dress is preferred.
- ii. Kameez with Shalwar.
- iii. Lounge Suit or combination.
- iv. Trousers and Shirt / Bush-shirt / Safari Suit.
- v. Jeans may be worn with Half/Full Sleeves Bush Shirt/Polo Shirt.
- vi. Shoes / Moccasins, Peshawari / Kohati chappals, brown / black sandals with straps. ***Joggers will not be worn.*** (COM 04-07-2017)
- vii. Kurta with jeans and trousers are not allowed.

(See amendments at bottom)

d. **Parties:**

Members and their guests are expected to wear decent/smart casual dress (Pant Shirt / Shalwar Kameez with Waist Coat). Members or their guests not properly dressed will not be allowed to use the Club.

Following dresses are not allowed in the above mentioned places in the Club:

- Un-tucked Shirts

- Tracksuit
- Shabby dress irrespective of the combination.
- Slippers and Bermuda shorts.

- e. **All Sports:**
Dress Regulations of all sports activities as recommended by the respective disciplines and by the COM.

13. GUEST ROOMS:

The rules and regulations for the use of guest rooms are as follows:

- a. **Eligibility:**
Following are eligible for booking guest rooms at the Lahore Gymkhana:
- i. Lahore Gymkhana “Outstation” members.
 - ii. Members of Affiliated Clubs.
 - iii. Lahore Gymkhana members for their outstation guests.
- b. **Period of Booking:**
- i. The maximum number of days for which a room can be booked at one stretch is fifteen days only. First extension may be allowed by the Secretary whereas the second shall be granted by the Convenor Guest Rooms under special circumstances, subject to the availability of rooms.
 - ii. Guest/s will have to vacate the room on due date. Extension in stay will only be considered if there is no other reservation for that period. In case of violation of this rule, member/guest will be debarred from booking of room/s.
- c. **Room Charges:** as decided by the COM subject to revision by the Committee of Management from time to time.
- i. Meals may be served in the Guest Rooms on payment of such additional room service charges as may be fixed from time to time. A service charges will be levied for such services.
 - ii. Children upto the age of 7 years are allowed to stay free of charge.
- d. **Procedure of Booking Guest Rooms:**
- i. Bookings are taken on “first come first served” basis subject to availability of rooms.
 - ii. Bookings are made on the production of an “Introduction Card” from the affiliated club and on the production of “Lahore Gymkhana Card” by the Lahore Gymkhana members for their guests.

- iii. Check-in Card must be filled in by the guest in his/her own handwriting.
- iv. Checkout time is 02:00 p.m.
- v. Rooms shall not be booked between 11:00 p.m. to 07:00 a.m.
- vi. Payments: Outstanding bills must be cleared before departure. All payments must be made in cash or through credit/debit card. Lahore Gymkhana members will be responsible for the payment of all outstanding bills of their guests.
- vii. Discipline:
 - (a). Guests will be held personally responsible for the status, conduct and behaviour of person/s visiting them in the rooms.
 - (b). Visitors are not allowed in the Guest Rooms at night after 11:00 p.m.
 - (c). Any violation of the sanctity, dignity and non-observance of prescribed Club rules and dress regulations by members or their guests will result in the guest having to vacate their room/s immediately. Such member/s shall be blacklisted and debarred by the Committee from future use of the Club facilities.
 - (d). Holding of parties are not permitted in the Guest Rooms.
 - (e). There shall be no room service between 11:00 p.m. and 06:00 a.m.
 - (f). The Club does not take any responsibility for the loss of cash / valuables from the guest rooms or the Club premises. Articles / belongings left anywhere by anyone if found will be handed over to the Secretary. A list of such articles will be maintained and a copy will be displayed at the Notice Board from time to time. If any such articles are not claimed, identified and returned within three months from the date reported / found the same shall be disposed of as decided by the COM.

14. MISCELLANEOUS:

- a. Parking and Traffic Arrangements: Parking of vehicles in the Club premises is entirely at Member's Own Risk.
- b. Members and their guests shall:

- i. Cooperate with Security Staff for necessary security check and collect Parking Slip/Card from the security staff before entering the parking lot.
 - ii. Park their vehicles in designated Club Parking Area and ensure that no Double Parking takes place.
 - iii. Lock their cars/vehicles properly and apply safety devices such as crook lock etc. Don't leave valuable items in the cars/vehicles.
 - iv. Return the Parking Slip/Card to the Security Staff at the out gate when leaving the Club premises.
 - v. Observe special traffic arrangements for large functions.
 - vi. Follow the system for calling drivers.
 - vii. Observe the system regarding movement of drivers and their waiting place.
 - viii. Avoid to park vehicles at the places designated for disabled persons.
- c. **Complaints and Suggestions:** Complaints and suggestions by the members may be entered in the book kept for the purpose at the Club Reception and at various departments/outlets or communicated to the Secretary in writing. All important matters reported in complaint or suggestion book or received in writing are promptly dealt with.
 - d. **Breakages:** Any Member breaking or destroying any article or property of the Lahore Gymkhana shall be required to pay the cost of its repair or replacement: Provided that where such loss or destruction appears to have been willful, deliberate or reckless, the Committee may require such Member to pay double the cost price thereof or initiate disciplinary proceedings if required.
 - e. **Cash Payments:** The Club will not be responsible for payments made in cash unless such payment is made with Club Cashier and an official receipt on the form prescribed is obtained.
 - f. **Vouchers:** Members must, before they leave the Lahore Gymkhana, sign vouchers or pay in cash, as prescribed by the Committee.
 - g. **Use of Mobile Phone:** Use of mobile phone is strictly prohibited inside the Dining Hall, Restaurants/Cafes, Main Building and at the Golf Course.

The Lahore Gymkhana



Bye-Laws

(To be read with Memorandum & Articles of Association)

INDEX (Bye-Laws)

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AMENDMENTS

COM: 15th May, 2018:

12.c. Card Room:

- i. Kameez / Kurta with Shalwar
- ii. Lounge Suit or combination.
- iii. Trousers and Shirt / Bush-shirt / Safari Suit.
- iv. Jeans may be worn with Half/Full Sleeves Bush Shirt/Tucked in Polo Shirt.
- v. Shoes / Moccasins, Peshawari chappals, sandals with straps.
- vi. T-shirts without collar is not allowed.
- vii. Kurta / Kameez with Jeans / Trousers is not allowed.

- v. After 5 (five) Years Period: **COM 9-8-2018**
- (a) Permanent Memberships may be restored on payment of upto date dues along with 50% of the applicable Membership Fee and the Membership Status will be changed to “Regular”.
 - (b) Regular Membership may be restored on payment of upto date dues along with 50% of the applicable Membership Fee and the membership status will be changed to "Invitation" and will become Regular after three months, will be eligible for Permanent after five (5) years standing as Regular Member.
- Within one year period on payment of upto date dues plus Rs.20.00/-. (COM 26-08-2020)

- i. Members who are 65 years of age and above – 50% of Sport/s subscriptions only.
 - ii. Members who are 70 years of age and above - 50% of monthly subscriptions.
 - iii. Members who are 70 year of age and above and also have a standing of 30 years or more - 25% of monthly subscriptions.
 - iii. Members who are 80 year of age and above and also have a standing of 30 years or more – should not be charged any subscription (*AGM: 31-12-19 adjourned for 07-01-20*).
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