

# RECREATION CLUB, IISR, CALICUT

## *Rules and Regulations of Club*

(approved by the General Body Meeting held on .....)

1. **Name** : The name of the club shall be SARANI, IISR, Calicut.
2. **Objective** : The objective of the club shall be to establish social contact and to foster fraternity among the members and their family members. The club shall conduct a reading room and a library and organize in-door and out-door games and foster creative talents among the members, as may be decided upon from time to time by the General Body.
3. **Members** : All members of staff of IISR, Calicut campus are eligible to become members of the club.

#### 4. **Subscription & Admission Fee** :

(a) A member of the club shall pay to the club a monthly subscription as stated here under.

Members with-

Basic pay above Rs. 15,000	=	Rs. 40/- per month
in the range-		
10000-15000	=	Rs. 30/- “ “
7501-10000	=	Rs. 20/- “ “
5001-7500	=	Rs. 15/- “ “
Less than 5001	=	Rs. 10/- “ “
RA/SRF/JRF	=	Rs. 15/- “ “

- (b) Admission Fee : A member on enrolment shall pay Rs. 5/- as admission fee.
- (c) Subscription and admission fee shall be collected by the treasurer of the club and each member should pay the said amount before 5<sup>th</sup> of every month and if it falls in arrears for three consecutive months, the membership shall automatically cease. Such a member can renew the membership by paying the arrears of subscription up to date.
- (d) If any member of the club happens to be away from the Institute for a period of **more than** 3 months, the member may be exempted from paying the subscription during the period of his/her absence.

**5. Management :**

- (i) The management of club shall vest in an Executive Committee consisting of (1) President, (2) Vice President, (3) Secretary, (4) Treasurer and (5) members(Six). The Director, IISR, Calicut shall be the Ex-officio President and the other office bearers and members of the Management Committee shall be elected by voice vote in the General Body meeting.
- (ii) The term of the Executive Committee shall be one year.

**6. Powers and duties of the office bearers and of the Executive Committee :**

President : The President shall have general control of the activities of the club and shall preside at meetings of the General Body and of the Executive Committee.

Vice President : Vice President shall assist the President in the discharge of his duties as President and shall preside over the Executive Committee/General Body meeting in the absence of President.

Secretary : Secretary shall be the Chief Executive of the club and shall be responsible for the day-to-day management of the club. He may incur expenditure for running the club after obtaining the sanction of the Executive Committee at its periodical meetings. He may take any decision on matters of exigency he feels are in the interest of the management of the club and such decisions may be placed before next meeting of the Executive Committee for ratification.

Treasurer : Treasurer shall be responsible for maintenance of the books of accounts, monitoring the transactions with the bank and shall make available funds for the discharge of the functions of the club to such functionaries as decided by the General Body. The Treasurer shall collect the dues to the club and maintain proper accounts of all receipts and expenditures. The following registers shall ordinarily be maintained.

- |                      |   |                |
|----------------------|---|----------------|
| 1. Subscription Book | } | With Treasurer |
| 2. Cash Book         |   |                |
| 3. Minutes Book      | } | With Secretary |
| 4. Assets Register   |   |                |
| 5. Notice Book       |   |                |

The statement of receipts and expenditure shall be placed by the Treasurer for the approval of the Executive Committee once in three months. The accounts shall be audited by the Auditor elected in a manner stipulated under clause 8-I(b) and the audit reports shall be placed by the Treasurer before the Annual General Body Meeting.

Executive committee: Executive committee shall periodically meet with frequency at least as expressly stated in these by-laws or as directed by the general body and review and ratify where ever needed the actions of the office bearers and

conduct and guide the office bearers in the discharge of their responsibilities.

**8. General Body :**

8(I): The General Body shall sanction, every year, the necessary budget for running the club and the Executive Committee shall discharge utilization of the budget subject to provision mentioned here under. A meeting of the General Body of the club shall be convened by the Secretary at least once in a year for the transaction of the following business:

- (a) Election of the Executive Committee if the election is due
- (b) Election of Internal Auditor
- (c) Consideration of the accounts and reports of the activities of the club for the previous year ending 31<sup>st</sup> March.
- (d) To sanction the budget for the current year.
- (e) Consideration of any other matter which the Executive Committee might place or for which the members have given due notice.

8(II). ***Special Meeting***: Special meeting of the General Body may be convened at any time at the instance of the President and shall be convened by the Secretary within a week of receipt of requisition, if not less than 1/3<sup>rd</sup> of the members sign the requisition.

**9. Executive Committee :**

The Executive Committee shall meet as often as necessary at least once in three months and consider the accounts of the previous period and the proposal of the Secretary regarding the management of the club.

**10. Convening of meeting, quorum, notice etc.**

The Secretary shall convene the meetings of the General Body and of the Executive Committee giving 7 clear days notice in the case of former and of 3 days notice in the case of latter. The agenda shall be circulated along with the notice. The quorum of the General Body Meeting shall be 1/3<sup>rd</sup> of members as on the rolls and for the Executive Committee 4.

- (1) A member of the Executive Committee ceases to be so if he ceases to be a member of the club by default.
- (2) If a vacancy arises in the Executive Committee, President may co-opt from among members of the club and such co-opted member will continue at the pleasure of the General Body .

**11. Voting :**

All questions at the meetings of the General Body and of the Executive Committee shall be decided by a majority of votes through voice or secret ballot system as demanded by the members. All members present in person shall have the right to cast one vote and in case of a tie, the President of the meeting shall have the power of exercising the casting vote.

**12.** A saving bank account shall be opened in the name SARANI, IISR, Calicut in Central Bank of India, Chelavoor, Calicut or in any of the local banks as may be decided by the Executive Committee and shall be operated by only two of the following three officers of the club.

a) Secretary

b) Treasurer

c) Vice President

The Treasurer shall remit to the account the collections without delay, keeping a sum of not exceeding Rs. 500/- in his hands for meeting urgent expenditure on behalf of the club. Any amount not required for current expenditure shall be invested in such a manner as decided by the General Body.

**13.** The admission fee paid by the members and a proportion of the subscription collected from members as decided upon by the General Body may be set apart as Reserve Fund. No expenditure shall be met from this fund unless expressly sanctioned by the General Body.

**14. Club Hours :**

The club hours will be from 12.30 Noon 2.00 PM, 4.30 PM to 6.00 PM on working days of the Institute.

**15. Social gathering and other activities :**

The Executive Committee of the club may arrange social get together and short excursions for the benefit of members and arrange farewell to the members on their permanent transfer from the Institute or retirement or on similar occasions. The expenses for such activities shall be met by donations raised from members. The club will present a Memento on such occasions, the type of which will be fixed by the Executive Committee and the Committee shall have the power to incur expenditure thereof.

**16. Club Day :**

The Annual Day may be celebrated on a convenient day, ordinarily in April when sports, tournaments, socials etc. may be conducted. The programme for the club day will be drawn up by the General Body. The expenditure for the Club Day shall be met by special donations raised from the members.

**17. Amendments of Rules :**

The power of amending the above rules vests with the General Body of the members of the Club. But for such meeting the quorum shall be 66% of the number of members on the rolls and any amendment shall be deemed carried only if 66% of the members present vote for the amendment.