

INDEX

Sl. No.	Subject	Page No
PART - I		
01.	The Managing Committee	 3
02.	Sub-Committees	 3 - 4
03.	The Secretary	 4 - 5
04.	Club Hours	 5
05.	Dress Regulations	 5 - 6
06.	Dependent Members	 6 - 7
07.	Children	 7
08.	Guests	 8 - 9
09.	Personal Attendants	 9 - 10
10.	Dogs & Other Pets	 10
11.	Additional Subscription, Charges etc	 10
12.	Dues of Members	 10 - 11
13.	Dues of Temporary Members	 12
14.	Disturbance	 12
15.	Complaints & Suggestions	 12
16.	Outside Refreshments	 12
17.	Medical Related Programmes	 12
18.	Club Property	 13
19.	Lost Property	 13
20.	Tipping	 13
21.	Club Employees	 13
22.	Notices	 13 - 14
23.	Parking	 14 - 15
24.	Private Functions / Parties	 15
25.	Lockers	 15
26.	Reciprocal Club	 15 - 16
27.	Reciprocal Members of Affiliated Clubs using Secunderabad Club	 16

Sl.No.	Subject	Page No
--------	---------	---------

PART II

28.	The Mixed Lounge	 17
29.	The Colonnade	 17
30.	Family Lounge and Swimming Pool area	 17
31.	Children Library, Children's Lawn and Playground	 18
32.	Main Lawn	 18
33.	The Dining Halls & Bars	 18 - 19
34.	The Library	 20 - 21
35.	Internet Facility	 21
36.	Club Shop	 21
37.	Petrol Pump (Bharat Petroleum)	 21
38.	Residential Rooms (Transit Quarters)	 22 - 23
39.	Men's Dressing Room, Saloon and Massage Room	 24
40.	Ladies Beauty Parlour	 24
41.	Gymnasium / Health Club	 24 - 26
42.	Special Parties (At Main Club & Sailing Annexe)	 26 - 29
43.	Entertainment	 30
44.	Games	 30 - 38

PART III

45.	Membership	 39
46.	Election Process	 40
47.	Attendance info; about MC/ Sub-Committee Members	 40

SECUNDERABAD CLUB BYE-LAWS FOR MEMBERS

PART 1 GENERAL

These Bye-Laws are framed under the provisions of the Rules of the Club for furtherance of the objectives of the Club and for better observance of these Rules. The Members, their dependents and guests shall observe and comply with these Bye-Laws. Contravention of these Bye-Laws as well as the Rules of the Club will render a Member liable for disciplinary action or penalties as the Committee may prescribe under powers vested in them by the Rules of the Club.

1. The Managing Committee

Managing Committee hereinafter, referred to as the Committee consists of the President, Vice President and seven Committee Members including the GOC Telangana & Andhra Sub-Area / Station Commander - Army and the Secretary will be the office bearer along with the President and Vice President

2. The Sub-Committees

- a) The Committee will be assisted by the following Sub-Committees.
 - i) Finance
 - ii) Sailing
 - iii) House
 - iv) Works
 - v) Purchase
 - vi) Entertainment
 - vii) Games
 - viii) Library
 - ix) Personnel
 - x) PF & Grievance
 - xi) Legal
 - xii) Security
- b) Appellate Body for Members - Appellate Body shall consist of 5 Past Presidents, with the quorum being 3 Members, and will have a tenure of one year from 1st Aug to 31st July.

AGM 31-07-2014

- c) Honorary Secretary for each Games Section shall be nominated by the Committee every year from among those Members willing to serve, and he shall represent the respective Games Section on the Games Sub-Committee.
- d) Subject to the overall supervision of the Games Sub-Committee and in turn the Managing Committee, the Sailing activities shall be supervised by the Honorary Secretary & three Members.
- e) The Tennis Section shall be supervised by the Tennis Captain and assisted by the Honorary Secretary.
- f) The activities of the Sailing Annexe shall be supervised by the Sailing Sub-Committee headed by the Vice-President.

3. The Secretary

- a) The Secretary as CEO shall be in overall charge of the administration of the Club, under general supervision of the President and the Committee. He will be assisted by Asst. Secretary (Admn), Asst Secretary (F&B) and Asst Secretary (Sailing Annexe)
- b) Members shall cooperate with the Secretary at all times
- c) For matters pertaining to the following subjects, Members are requested to contact the following during the Office Hours of the Club from 10.00 hrs to 1300 hrs and 1330 hrs to 1730 hrs on all days except Sundays and Club Holidays :-

Asst. Secretary (Admn) : Personnel, Purchase, Club Shop, Transit Accommodation, Library, Laundry, Printing Press, Petrol, Games, Works, Garden and Lawns, Technical Services (Both Main Club & Sailing Annexe), Security, Health Club & Reservation of Accommodation in Affiliated Clubs.

(NOTE: One clerk will be detailed for the specific purpose of dealing with Affiliated Clubs including correspondence, reservation of accommodation etc.)

Asst. Secretary (Ser)	: F & B including Service, House-Keeping, Entertainment, and Telephones
Asst Secretary (SA)	: Sailing Annexe and Sailing
Accounts Manager	: On all matters pertaining to accounts, payment of Club Subscriptions, Bills and Discrepancies in the monthly bills/ Members Ledger Account.
Incharge, Membership	: Processing of Membership applications of all Categories, issue of Introduction Cards and Smart Cards, Termination of Membership on account of death, transfer, resignation etc.

4. Club Hours

Subject to these Bye-Laws the Main Club is open to Members from 0600 hrs to 2400 hrs and the Sailing Annexe from 0600 hrs to 2300 hrs every day except on days when there is a special dance or entertainment programme, in which case the time for closing hours will be as notified. Late Fees as fixed by the Committee from time to time will be charged for use of the Club beyond the closing time.

5 Dress Regulations

Members / Guests entering the Main Club and Sailing Annexe shall be dressed appropriately at all times.

Members are requested to adhere to the following dress regulations and ensure the same for their guests :

- a) Sports Attire including Shorts & Sports Shoes are not permitted in the Club after 7.30 PM except in the Sports areas, Health Club and Soft Drinks / Juice Counters at Ashoka Bay. Sailing Attire Shorts, T-Shirts & Sandals permitted in all area of Dining Hall. MC 06-04-15/17-10-16

- b) Members wearing Lungis, Slippers / Chappals are not permitted in the Main Club and Sailing Annexe. However, Members wearing Sandals with back straps will be permitted.

MC 01-12-14

- c) Sports Attire including Shorts and T-Shirts without collar are not permitted inside the Main Club Building except Lawns, Party Areas and all Sports Areas except Billiard Room during following timings.

MC 01-12-14

11-00 AM to 5-00 PM, 7-30 PM onwards. MC 30-08-12

- d) Ladies / children shall be suitably attired befitting the dignity of the Club.
- e) Dress code for all Events will be decided by the Committee from time to time.
- f) On certain occasions such as Membership Meetings, dances on X'Mas Eve and New Year's Eve or as decided by the Committee from time to time the following dress code will be observed by Members and their guests :-

Gents : DJ/Lounge Suit/Sherwani/Closed Collar Coat.
'Combination' is not permitted.

Ladies : Sari/Salwar Kameez/formal Evening Dress befitting the dignity of the Club

NOTE : (1) Children below 12 years are not permitted inside Dining Hall and children below 3 years are not permitted any time.

(2) Refusal of Services :

In case of infringement of Club Rules / Bye Laws / Practices of the Club (eg. improper dress / non-entry in the Guest Register etc), services to such Members & Guests shall be denied by the Staff.

MC 01-06-15

6. Dependent Members

Sons and daughters of Members between the age of 16 years and 25 years wishing to use the Club shall be registered with the Club as Dependent Members at a monthly subscription as laid down. Dependents between the age of 16 years and upto 21 years will be categorized as Junior Dependent Members and between

21 years and upto 25 years as Senior Dependent members. Such children of Members who are not registered as Dependent Members will be charged guest fees on each occasion they visit the Club. On request, child dependent cards may be issued to Members' children below 16 years.

All Dependent Members :-

- a) Shall carry their Dependent Smart Cards at all times and will indicate their Parents' Membership number while signing credit vouchers for supplies.
- b) Shall not sign for or consume alcoholic beverages unless in the company of their parents.
- c) No alcohol will be served to Junior Dependant Members nor are they permitted to consume alcohol.
- d) Shall not use the Card Room or the Colonnade Bar Counter.
- e) Junior Dependent Members shall not use the Club after 2130 hrs unless in the company of their parents.
- f) Junior Dependent Members shall not introduce guests to the Club

7. Children

- a) Subject to these Bye-Laws children below the age of 16 years are not permitted in any areas of the Main Club after 1900 hrs & during events except in the Children Library, Swimming Pool, Family Lounge, Ashoka Bay, Mini Dining Hall, Children's Room and the Children's Lawn provided they are accompanied by their parents/ Members. However, children not in the company of their parents may remain in the Children's Room and on the Children's Lawn or playground upto 2130 hrs.
- b) Children are permitted in the Sailing Annexe during the open hours provided they are accompanied by their parents or a Member.
- c) On special occasions, after due notification by the Committee, the children may be allowed to be present in the designated areas of the Club provided they are accompanied by their parents or a Member.
- d) A Member will be fined Rs.50/- for each contravention of this Bye-Law.

8. Guests

- a) Only those Gentlemen and Ladies who are received in general society may be introduced as guests.
- b) Guests shall always be accompanied by the introducing Member.
- c) No resident of the twin cities and its suburbs shall be introduced as a guest in the Club more than twice in a month.
- d) Junior Dependent Members are not permitted to introduce guests.
- e) Every Member/Senior Dependent Member introducing a guest shall enter the particulars of the Guest in the Guest Register immediately on arrival.
- f) Every Member who introduces a guest shall pay guest entry fee of Rs.60 /- per person. During Fridays, Saturdays and Sundays the guest entry fee shall be Rs 100/- per person. A Member failing to enter the name of his guest in the Guest Register maintained at the Entrance of the Main Club and the Sailing Annexe at the time of his entry will be imposed a penalty 10 times the guest's entry fee on each such occasion. The Member is liable to pay the penalty even after he enters the guests name while leaving Club premises.
- g) A Member inviting non Member guests to his private party shall submit a list of these guests along with the application for the party to the Secretary in advance so as to enable them to be allowed into the Club.
- h) Any person wishing to call on a Member in the Club may be accommodated by the staff, in the Reception Room till such Member is called and signs the Guest Register.
- i) Member's children over 16 years of age who are not registered as Dependent Members with the Club shall be introduced as guests on each occasion they visit the Club.
- j) A visitor to Hyderabad and its suburbs and an applicant for membership who has been informed by the Secretary that his membership is being considered by the Managing Committee during that month may be introduced for not more than three times in a month.

- k) A person who has applied for membership of the Club and has not been elected/admitted the first time shall not be introduced as a guest in the Club for a period of 6 months.
- l) A person who has not been elected /admitted for the second time shall not be introduced as a guest in the Club at any time as also a person who has been removed or suspended from the Membership of the Club.
- m) One Member can introduce upto a maximum of 8 guests on any day at the Main Club or Sailing Annexe.
- n) Maximum of two tables can be combined in any of the service areas.
- o) Allowed combination of Members and Guests :-
 - (i) Minimum One Member Signing plus upto 8 guests, i.e. total of upto 9.
 - (ii) Minimum Two Members Signing plus upto 16 guests, i.e. total of upto 18.
 - (iii) In case, all are Members in the group, the number can go upto 20.
 - (iv) Members will have to be present throughout the party.
- p) Members and Guests Combination for Special Party :-
 - (i) Minimum One Member signing plus more than 8 guests. i.e., total of more than 9.
 - (ii) Minimum Two Members signing plus more than 16 guests i.e., total of more than 18.
 - (iii) Even if all are Members, a total of more than 20.
 - (iv) Members will have to be present throughout the party.
 - (v) Prior notice of atleast 4 hrs needs to be given for this.

MC 28-03-15

Note : Refusal of Services :

In case of infringement of Club Rules / Bye Laws / Practices of the Club (eg. improper dress / non-entry in the Guest Register etc), services to such Members & Guests shall be denied by the Staff.

MC 01-06-15

9. Personal Attendants

Attendants and Ayahs are not allowed in the Club premises except in the Children's Room and the Children's Playground.

In the case of personal Chauffeurs of Members, they will be allowed in the areas marked as parking areas for chauffeur driven vehicles only.

10. Dogs & other Pets

No Member is permitted to bring dogs and / or other pets to the Club.

11. Additional Subscription, Charges etc

The Committee will, from time to time, determine the charges for the following :-

- a) Games Subscriptions
- b) Dining Room, Bar, Club Shop and Petrol Pump supplies
- c) Residential Room Rents
- d) Guests' Fee and Members' Late Fee charges
- e) Table and Party Reservation Fee, and
- f) In general, any other charge that may be levied from time to time.

Details of these charges will be displayed on the Notice Board in the Main Club and the Sailing Annexe

12. Dues of Members

- a) The bill will be normally dispatched in the first week of the month following the month to which it relates. It shall be the responsibility of the Member to verify his dues and pay them in full by the last day of the month failing which credit of the Member shall be stopped and penalty of 4% will be levied on all outstanding dues.
- b) If any Member fails or refuses to pay the Club dues by the 20th of the following month in which the bill has been despatched, the Member will be deemed "POSTED".
- c) A Member whose credit has ceased shall not be allowed to participate in any Club event until the dues are paid in full by way of Cash/Demand Draft/Pay Order.

- d) A Member who is included in the “Posted” List shall not be permitted to enter the Club even as a Guest until the dues are paid in full by way of Cash or Demand Draft/ Pay Order from a bank. A Member whose name appears 3 times in the Posted List in a period of 12 months or is a frequent defaulter as decided by the Managing Committee may be denied further credit facilities in the Club and asked to carry out all future transactions in the Club through cash coupons/ Club Debit Card for a period to be decided by the Managing Committee and is liable to be called before the Managing Committee who may take appropriate action under Club Rule XVIII.
- e) A Permanent Member of the Club whose name has been posted on the Club Notice Board for any default or suspension or who has failed to clear the Club dues of any month within the grace period and is automatically deemed POSTED, shall not be entitled to stand for Club elections for a period of two years after the end of the financial year in which default has taken place.

The Suspension or Expulsion orders will be promulgated by the Secretary on the Club Notice Boards within 24 hrs of date of decision.

- f) A Member whose cheque has been returned unpaid by the bankers will be required to pay the bill in Cash or by Demand Draft/Pay Order along with service charges levied by the Bank. Should this occur for the second time within a period of twelve months, the Member shall be liable for disciplinary action as per Club Rules. A Member's credit is deemed to have ceased as per this Bye-law when a cheque is returned by the Bank.
- g) Membership shall automatically cease if a Member fails or refuses to clear the outstanding dues of the Club for a period exceeding six months for any reason whatsoever. (Ref Club Rules XVI (2) as amended during EGM dt. 19.1.12)
- h) The fee for replacement of Corporate Nominee is enhanced from Rs.25,000/- to Rs.37,500/- + taxes per head. (AGM 31/7/10)

13. Dues of Temporary Members

The Proposer and Seconder of all Temporary Members are liable to make good any amount due by a Temporary Member, short term or long term as the case may be.

Rs.20000/- will be charged as processing / administrative charges to the LTT Members, after the initial 3 years have ended for every extension.

AGM 31.7.14

14. Disturbance

There shall be no speech or singing in any part of the Club except by permission of the Committee on occasions of special entertainment. No Member shall cause any disturbance whatsoever or annoy his neighbours by talking loudly and laughing or by any such acts which are unbecoming of a Member.

Use of Mobile Phones in the Colonnade and Dining Halls or any other areas earmarked by the Committee, is prohibited.

15. Complaints & Suggestions

A Complaint and Suggestion Book will be maintained in the Reception Room, Dining Room, Transit Quarters, and sports areas of the Main Club and in the Reception Room of the Sailing Annexe. The Asst.Secretarys will place all suggestions and complaints before the Sub-Committee concerned, if so warranted. However, if in the opinion of the Secretary/Asst. Secretary a complaint is justified and action with respect to it is in his powers, he shall take such action as may be necessary and if needed, report it to the Committee/ Sub-Committee concerned when it meets next.

16. Outside Refreshments

No Member shall be allowed to bring into the Club any outside food or refreshments for consumption.

17. Medical Related Programmes

Since the Club does not have medical license, any medical related programmes / camps / indirect and direct marketing activities in this regard shall not be permitted in the Club. The Secretary is empowered to reject such proposals.

MC Pt No.15.1 - 3/11/14

18. Club Property

No property of the Club shall be removed from the Club without the permission of the Secretary

19. Lost Property

The Club shall not be responsible for the loss of any property belonging to a Member, his family or his guest. The Secretary shall keep in safe custody and notify all articles found in the Club. Articles not claimed for 3 months shall be sold by auction or otherwise disposed off and the proceeds of sale shall form part of the receipts of the Club.

20. Tipping

Employees of the Club are strictly forbidden from accepting any tips from any Member or Guest. A Member found distributing tips to an employee of the Club will be fined Rs.100/- on each occasion.

21. Club Employees

- a) No Member shall reprimand or punish any staff of the Club. If the Member has a grievance against any staff, he shall report it to the Secretary of the Club for further action through the Complaint Book or by a separate letter.
- b) No Member shall employ privately, any staff of the Club even for a short period.

22. Notices

For the purposes of notices under the Rules and these Bye-Laws specific Notice Boards shall be kept in the Colonnade of the Main Club and in the Reception Room of the Sailing Annexe, and other Notice Boards will also be maintained in prominent locations of the Main Club for display of following :-

- a) Entertainment programmes and other general notices of the Club.
- b) Notices giving list of applicants for Membership at the ensuing Membership Meeting.
- c) Notices giving details of supplementary subscriptions, charges for supplies, fees etc.
- d) Notices / Posters of Charitable Institutions accompanied by tax exemption certificates from the appropriate Government Authority, under heading 'Around Town', on approval by the Secretary.

- e) Notices of the Members for any sale / purchase / hiring of their personal assets - on Members' Notice Board only.

23. Parking

- a) Areas have been designated in the Club for scooter/motor cycle parking as well as for owner driven cars and chauffeur driven cars separately. Members shall park their vehicles in these designated areas.
- b) No vehicle shall be parked in the area adjoining the Main Lounge, except during rains when the barrier near Gate No.2 will be lifted to permit vehicles to enter the road in front of the portico adjoining the Mixed Lounge.
- c) Members arriving in vans and buses shall park them in the parking areas designated for these vehicles.
- d) Speed limit within the Club premises is 15 kmph
- e) In the Main Club Rs 500/- will be charged to Special Parties towards expenses for mustering chauffeur-driven cars to their parking areas..

MC 22/5/11

f) Valet Parking

- (i) Provision of valet parking and charging to concerned host is compulsory, as per the scales and charges applicable at Sailing Annexe.
- (ii) There will be Valet Parking at Sailing Annexe for those who are booking Special Parties. The charges are as follows :-

Upto 50 no charges, 50-75 two drivers with a rate of Rs.500/- each for valet parking. 75-100 three drivers @ Rs.500/- each, 100 packs and above four drivers @ Rs.500/- each to be charged from the Members who are booking the Special Party at the Sailing Annexe.

g) Penalty for Wrong Parking

- (i) For any wrong parking a penalty of Rs 300/- will be imposed
- (ii) A penalty of Rs.250/- as charges for clamping and de-clamping wheels of the car for wrongly / un-authorized & overnight parked cars, will be levied, in addition to Rs.300/-.

MC (b) 30/5/16

- h) Night Vehicle Parking
 - a) Parking with information (Entry be made in the Register with the Security).
 - i) First day no charges.
 - ii) But if vehicle is not picked up by 5 PM next day, charges be levied @ Rs.100/- per day beginning from the date of parking.
 - b) Parked without information :
Rs.350/- per day.

MC Pt No.12.2 - 6/10/14 & 20/10/14

24. Private Functions/Parties

- a) Members may book areas of the Club as designated by the Committee for private function/parties, provided they are not in the nature of religious or political functions and conferences. (For details, refer to Para 42)

25. Lockers

Limited numbers of private lockers are available for allotment to the Members at a monthly charge.

26. Reciprocal Club

- a) For benefit of Members visiting other cities, reciprocal arrangements have been made with prominent Clubs, for use by the Members under certain terms & conditions, details of which may be had from the Club Office at the time of the Members proposed visit. While visiting these Clubs, Members shall observe all the Rules and Bye-Laws of the Reciprocal Club.
- b) A six month validity Introduction Card will be issued for use of Reciprocal Clubs only to Permanent Members, Associate Member (Lady), Corporate Members, their nominees and those Lady Members who have completed six months of Membership. Those Long Term Temporary Members who deposit the prescribed amount with the Club will be issued an Introduction Card for a specific period for use in a specific Reciprocal Club. Mess / RSI Members may be issued Introduction Cards only after their names have been approved by the Sub-Area Commander.

NOTE: To prevent misuse of Introduction Cards Members are required to sign and collect these Cards personally from the Club Office.

- c) No Member of a Reciprocal Club visiting the Secunderabad Club is permitted to introduce a guest to the Club.
- d) Members of Reciprocal Clubs residing in Hyderabad or the Suburbs shall not be permitted to use the Club as a Reciprocal Club Member. Likewise any Member of the Club not residing in Hyderabad or its Suburbs shall not use the Reciprocal Club in the city where he resides.

27. Reciprocal Members of Affiliated Clubs using Secunderabad Club

All those Members of Affiliated Clubs using Secunderabad Club shall observe the following bye-laws :-

- a) They shall carry with them a valid Introductory Card from their respective Club.
- b) On arrival they should enter their name, membership number and their duration of stay in the register maintained in the Reception.
- c) Reciprocal members shall not use Secunderabad Club for a period exceeding 10 days at a stretch subject to a maximum of 30 days in any calendar year. Such members are exempt from payment of monthly subscription, but will be charged the guest entry fee each time they visit the Club.
- d) Incase of Reciprocal members staying in the Club quarters they will be charged Club subscription on a daily / monthly basis as per orders on the subject.
- e) Any person who has been unsuccessful in seeking election to Secunderabad Club as a member shall not be permitted to use the Secunderabad Club as a reciprocal member.
- f) The status of an Affiliated Club Member is equivalent to that of a guest and hence he cannot participate in Tombola / Housie as stipulated in the license granted by the State Government. However, the Member can participate in other events by paying the requisite charges laid down for guests.

PART II – THE CLUB

The Club consists of the Main Club and the Sailing Annexe and provides the amenities to the Members as given in succeeding paras.

28. The Mixed Lounge.

- a) Open to Members from 0800 hrs to 2400 hrs. Children below 16 years are not allowed after 1900 hrs except during monsoon season
- b) Primarily for use of Members accompanied by ladies. Due to paucity of accommodation, Members not accompanied by ladies are requested to use the Colonnade.
- c) Children below the age of 16 years are not allowed in the Mixed Lounge after 1900 hrs and Junior Dependent Members not accompanied by their parents/Members after 2100 hrs.

29. The Colonnade

- a) Open to Members from 0900 hrs to 2400 hrs.
- b) Primarily for the use of Gentlemen Members. However, during the rainy season i.e., from 1st June to 30th September or at other times when it is actually raining, ladies will be permitted to use the Colonnade
- c) Children below the age of 21 years are not permitted at any time and Junior Dependent Members only in the company of their parents/Members.

30. Family Lounge and Swimming Pool Area

- a) Open to Members from 0900 hrs to 2400 hrs.
- b) Primarily for use by families
- c) In the Swimming Pool area children should be accompanied by parents.

31. Children Library, Children's Lawn and Playground

- a) Open from 1700 hrs to 2130 hrs. on all days and on Sundays and holidays it is also open from 1000 hrs to 1300 hrs.
- b) Primarily for use by families and children below the age of 16 years.

32. Main Lawn

Children below the age of 16 years are not permitted in the Main Lawn after 1900 hrs except in the Ashoka Bay.

33. The Dining Halls & Bars

- a) Main Club Dining Halls
 - i) Following are the timings for the meals in the Dining Halls and orders from the kitchen :-

Breakfast	Mon – Sat Sun	0730 hrs to 0930 hrs 0800 hrs to 1000 hrs
Lunch	Mon – Sat Sun	1300 hrs to 1430 hrs 1300 hrs to 1500 hrs
Dinner	Mon – Sat Sun	2000 hrs to 2230 hrs 2000 hrs to 2230 hrs
Candle Light Buffet Dinner		2000 hrs to 2230 hrs
A-la-Carte Orders		1100 hrs to 1500 hrs 1830 hrs to 2230 hrs
Snacks On the Day's Menu		1100 hrs to 1500 hrs 1800 hrs to 2300 hrs

- ii) Snacks will be served in the Colonnade, Mixed Lounge, the Main Lawn and in the Swimming Pool Area (during Summer months). A-la-Carte items will be served only in the Dining Halls, Mixed Lounge and the Buttery Bar of the Colonnade.

- iii) Children below the age of 12 years are not permitted in the Dining Halls for Lunch / Dinner and children below the age of 3 years are not permitted at any time.
- iv) Collar less 'T' Shirts and Chappals are not permitted in Dining Halls.

b) Sailing Annexe Dining Halls

Following are the timings

Lunch	1300 hrs to 1430 hrs
Dinner	2030 hrs to 2230 hrs
Snacks	1030 hrs to 1500 hrs 1800 hrs to 2230 hrs

c) Bars

- i) Main Club Bars
Following are the timings:
1100 hrs to 2300 hrs on all days
- ii) Sailing Annexe Bars
Following are the timings:
1100 hrs to 2300 hrs on all days

NOTE :

1. The Bar timings will stand modified from time to time based on the timings permitted in the annual Licence granted by the Government.
2. Children accompanied by parents/Members are permitted in the Sailing Annexe at all times during the opening hours of the Sailing Annexe.

34. The Library

- a) The Library and the adjoining Reading Room will be open from 0930 hrs to 2130 hrs.
- b) The Children's Library is open from 1600 hrs to 2130 hrs daily and on Tombola and Movie days closing hours will be extended upto 2230 hrs except on Sundays and Holidays when it is open from 0930 hrs to 2230 hrs.
- c) A Member desiring to use the Library shall enrol as a Library Member either individually or as a family subject to the Library Bye-laws framed from time to time by the Library Sub Committee.
- d) Reference and rare books will not be issued from the Library
- e) Books are classified as "New Books" for the first four months after purchase and "Old Books" after this period. Every individual Library subscriber is entitled to borrow one new book and seven old books at any time. Thus, upto 8 books can be issued with a single bar coded Smart Card
- f) New fiction /Non-fiction books must be returned in ten days, and old books in one month. Late fees as fixed by the Committee from time to time will be charged for each day after the expiry of the allowed period. If the books are not returned within 30 days after the due date, in addition to the late fee charged, the Librarian will debit the Member with replaceable value of the book if available in the market and if not, double the original cost of the book. (Late fees of Rs.3/- per day for new book and Re1/- per day for old book will be charged on library books received after due date subject to a maximum equal to the cost of the book- Aug 11).
- g) Children below the age of 12 years are not permitted to use the Main Library or Reading Room at any time and children between the ages of 12 years and 16 years can use the Main Library upto 1900 hrs only.
- h) Sports attire is not permitted in the Library after 1900 hrs.
- i) Smoking/Drinking/Eating is not permitted inside the Library
- j) Reference books, rare books and Newspapers are not to be taken outside the Library

- k) Books will be issued against borrowers cards only
- l) Removal of pages from books, magazines and newspapers will invite disciplinary action.

35. Internet Facility

- a) The Internet Room will function under the control of Incharge Library and be available for usage by Members as under :-
0930 hrs to 2130 hrs - All days of the week when Library is open.
- b) The key of the Internet Room will be held by Incharge, Library and in his absence by the Senior Assistant Librarian
- c) The procedure for usage and the rates to be charged will be as decided by the Managing Committee from time to time.

36. Club Shop (Ratnadeep)

- a) Hours of business shall be :-
(i) Mon-Thurs : 0900 hrs - 2130 hrs
(ii) Fri -Sun : 0900 hrs - 2200 hrs
- b) The Club Shop will normally stock items that are available in a general store.
- c) Entry into Club Shop is restricted to Members only. Drivers and Helpers are not allowed inside Club Shop.
- d) Maximum credit facility allowed to any Member is Rs.20,000/- per month, for all categories of Members.

MC 6-12-14

37. Petrol Pump (Bharat Petroleum)

- a) Hours of business shall be 0800 hrs to 2100 hrs on all days, with usual lunch break.
- b) Petrol is supplied to Members against bank Credit / Debit Cards and Club Smart Card Debit facility only
- c) No petrol will be supplied in cans without specific permission of the Secretary.
- d) Petrol cannot be issued to the drivers even on authorization by Members

38. Residential Rooms (Transit Quarters)

- a) The Residential Rooms are primarily available for rent to Members of the Club and Reciprocal Club Members.
- b) Check -in time: 2:00pm
Check-out time: 12:00 Noon
- c) Reciprocal Club Members are required to pay their room rent in advance.
- d) No guest is allowed to visit a room resident in his/ her room post 2300hrs. In case any person/persons need to be in the guest rooms past 2300hrs, he/she /they /them need to register themselves at the "Transit Quarters Reception" before 2300 hrs. Charges for double room / additional bed as applicable will be charged.
- e) Maximum guest permitted to visit the occupant in the TQ will be 5. No Guest is permitted in the transit Quarters between 2300hrs and 0700hrs.
- f) Cancellation charges will be charged as under:
 - i. 180 days to 31 days in advance-15% of actual room rent.
 - ii. 30 days to 72 hours in advance-25% of actual room rent.
 - iii. 71 days to 24 hours in advance-50% of actual room rent.
 - iv. 24 hours to date of occupation-100% of actual room rent.
- g) Taxes as applicable will be charged.
- h) Bearers service is available to occupants of Residential quarters only from 0630 to 2130hrs.
- i) A maximum of 5 rooms may be booked by a member for a particular period of time. Bookings for accommodation may be done upto a maximum of 180 days before the date of check-in. 15% of actual room rent will be deposited in advance for booking 91 to 180days by members of the club. Reciprocal club members will continue to be governed by Bye Law No.38 c).

Accommodation may be reserved for a continuous stay upto 7 days. Beyond seven days stay, sanction may be given as under, if accommodation is available:

Stay beyond 7 days & upto 30 days: To be sanctioned by the Secretary
Stay Beyond 30 days.

Stay beyond 30 days ; to be approved by President / Vice President / Managing Committee

- j) In Case the accommodation is not reserved by some other Members, early check-in and late Check-out may be permitted as under:

Charges for early Check-in:

- | | |
|-------------------------------------|---------------|
| I. Upto 1 hr i.e., by 1300hrs | No charges |
| II. 8am to 1300hrs i.e., by 0600hrs | Half day rent |
| III. Before 8 am | Full day rent |

Charges for late check-out: Check out time 12 Noon

- | | |
|--------------------------------|---------------|
| I. Upto 1 hr i.e., by 1300 hrs | No charges |
| II. 1300hrs to 1800hrs | Half day rent |
| III. Post 1800hrs | Full day rent |

The Club's Transit Quarters bookings and cancellations have been fully automated and one must confirm the bookings in writing within 24 hours of blocking the accommodation otherwise the same will get automatically cancelled.

- k) Resident Member who wishes to check in and check out the same day will be charged one day rent.
- l) When a member does not turn up after reservation, the rooms will be kept reserved for the Member for a period of 24 hours from check in time, after which the same will be released to other members if in queue. Cancellation charges will apply as mentioned at Para 38 (f) above.
- m) No provisional bookings will be allowed. Request for booking will be accepted only through email (rooms@secunderabadclub.org) or by physically filling of room reservation from available at transit quarter reception.

39. Men's Dressing Room, Saloon and Massage Room

- a) The Dressing Room will remain open from 0600 hrs. to 2300 hrs daily. On entertainment function days the Dressing Room will remain open till the end of the function.
- b) No lady is permitted to enter the Men's Dressing Room.
- c) The Hair Dressing Saloon will function from 0700 hrs. to 2100 hrs every day except on Monday
- d) Charges shall be placed on the Notice Board from time to time as decided by the Managing Committee.
- e) The Massage Room will remain open from 0700 hrs to 1100 hrs and 1600 hrs to 2100 hrs on all days. The charges for Massage will be as laid down from time to time.

40. Ladies Beauty Parlour

Hours of Business : 1000 hrs. to 1900 hrs. (except Monday)

Services rendered will be as per list approved by the House Sub Committee

41. Gymnasium / Health Club

- a) The Gymnasium will function as per timings given below :

For Gents	0600 hrs to 1100 hrs
	1500 hrs to 2100 hrs
For Ladies	1000 hrs to 1130 hrs
	1500 hrs to 1630 hrs
- b) Members desirous of using the Gym/Health Club shall enrol by signing the register on monthly/daily basis. Members will be responsible for any default in this regard.
- c) Guests are strictly not permitted
- d) Children below the age of 16 years are not permitted to use the Gym/Health Club
- e) Ladies and Gentlemen are required to wear sports apparel and sports shoes while using the Gym. Members improperly attired will not be permitted to use the Gym facilities.

- f) Treadmill shall be available for use only for 15 minutes followed by a break of 5 minutes given before the next member uses it.
- g) A slate with marking pen is provided for each treadmill. If the treadmill is engaged, the Member who is waiting to use the treadmill shall enter his/her name on the slate.
- h) Use of mobile phones are not permitted in the Gym/Health Club area.
- i) Eatables are not permitted inside the Gym/Health Club
- j) Members should not utilize machine/equipment other than treadmills for more than 5 minutes to enable others also to use the same.
- k) Services of trained and experienced coaches are available at the Gym. Members may consult the coaches for their individual requirements.
- l) Lockers for temporary use on day to day basis are available in Ladies/Gents Dressing Rooms, No lockers can be allotted on permanent basis. Locks will be available with attender for temporary use.
- m) Showers are provided in the Gym/Health Club. A Member using this facility will be billed as per rates laid down.
- n) Members are not permitted to operate the music system on their own.
- o) Members using the Gym / Health Club and Steam / Sauna Bath are doing so at their own discretion and risk. Elderly persons and those suffering from heart disease and blood pressure should consult a doctor before using Sauna, Steam Bath, Treadmill and also before attempting any exercise.
- p) Rates for Massage and use of Gym/Sauna/Steam/Showers on monthly and daily basis will be displayed on the notice board in the Gym / Health Club / Swimming Pool areas.

q) Ladies Masseuse

Wednesday to Monday

- i) Timings 1000 hrs. to 1705 hrs
Lunch Break 1255 hrs. to 1325 hrs
Tuesday Closed

- ii) Charges As laid down from time to time

42. Special Parties (At Main Club & Sailing Annexe)

MAIN CLUB	Min Pax	Charges
a) SAMANTIK HALL	125 PAX	Rs.4000/-
b) KAKATIYA LAWN	75 PAX	Rs.3500/-
c) EAST LAWN	75 PAX	Rs.3500/-
d) AC BANQUET HALL	100 PAX	Rs.6500/-
e) COMMITTEE CHAMBERS	20 PAX	Rs.2500/-
f) "1878"	20 PAX (Max. Pax 100)	Rs.4000/-
g) COFFEE BY THE BAY (Hi-Tea, Birthday, Children Parties)	25 PAX	Rs.3000/-

- The Venue charges will be Rs.4000
- Minimum number of Persons should be 20 and maximum 100.
- The '1878' will be open from 7.30 to 11 PM only.
- Members can avail the bookings except Saturday & Club Events only for Private Parties.
- Banquet Menu will be available.
- The Club Administration has right to reserve any facilities to host any Club function.
- In all other respects, the Club's Special Party rules are applicable.
- Guest Charges are applicable.

FOR BIRTH DAY PARTIES & DINNER (EXCEPT FRIDAYS)

a) CINEMA LAWN	125 PAX	Rs.4000/-
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SAILING ANNEXE

a) ROYAL ARK1 & II	80 PAX	Rs.10000/-
b) ROYAL ARK I (AC)	25 PAX	Rs.4500/-
c) ROYALARKII (AC)	50 PAX	Rs 5500/-
d) CAPTAIN'S LOUNGE (AC)	30 PAX	Rs 6000/-

PARTY TIMINGS:

- | | |
|----------------------------|----------------------|
| a) LUNCH | 12.00PM TO 03.00 PM |
| b) TEA / BIRTH DAY /HI-TEA | 04.00 PM TO 07.00 PM |
| c) DINNER | 07.00 PM TO 11.00 PM |

NOTE: An advance of min Rs. 10,000/- to be paid to block and Menu finalised & 100% advance paid atleast 48 hrs in advance.

In case of any small or less than the Minimum Pax's for Special Parties, the menu should be the same as that of the larger Party already booked on that day. No separate menu should be fixed.

- b) Member intending to host a party is required to submit an application in the prescribed format available with Manager (F&B) Main Club and Sailing Annexe as the case may be, accepting various terms and conditions.
- c) An advance covering the total cost of the Party has to be deposited after the application has been cleared.
- d) Where a Member makes a telephone booking he should confirm the same by submitting the application and payment within 4 hours failing which the reservation will not be honoured by the Club.
- e) Cash receipt is to be handed over to Manager (F&B) Main Club and Sailing Annexe as the case may be.
- f) All guests should be dressed appropriately and only those who are received in general society shall be invited. A guests list must be provided to the Club before commencement of the party.
- g) Cancellation charges as given under will be applicable where the Member chooses to cancel the party after it has been approved:

- i) From 7 days upto 48 hrs Rs.1000/-
- ii) 48 hrs and less Rs.10/- per head + Rs 1000/-
- iii) 24 hrs and less Rs. 25/- per head + Rs 1000/-
- iv) 8 hrs and less Full charges (food & reservation)

For calculation of above charges, party timings will be reckoned as under:

Lunch	1300 hrs
Tea / Birthday Parties & Hi-Tea	1600 hrs
Dinner	2000 hrs

- h) In case for some unforeseen reason the Member has to postpone the party, no penalty / cancellation charges will be payable for the first postponement subject to the postponement being done in advance of 24 hours. For subsequent postponements done within 24 hours, cancellation charges as given in para (g) above will apply.
- i) In case a Member is found violating the Bye-Laws governing the Special Lunch / Dinner including mis-using the facility, he may be suspended upto a period of six months by the Managing Committee under the powers vested in the later under Rule XVIII (Penalties for Misbehaviour).
- j) The following guidelines will be observed for conducting Parties both at Main Club and Sailing Annexe :-

Sl. No.	Particulars	Main Club	Sailing Annexe
i	Strength for parties (Not to exceed the Maximum figure)	350-400	200-250
ii	Photography and Videography with Handycam (No external Halogen lamps permitted)	Permitted	Permitted
iii	Speeches, Singing, Loud Music, Clapping, Garlanding	Not permitted	Not permitted
iv	Religious or Political Functions, Conferences and Corporate Seminars	Not permitted	Not permitted

Sl. No.	Particulars	Main Club	Sailing Annexe
v	Animal Rides	Permitted only in Cinema Lawn	Permitted only in Rear Lawn
vi	Sugar Candy, Pop Corn Stall	Permitted	Permitted
vii	Magic Show and Puppet Show without using Mike	Permitted	Permitted only in Rear Lawn
viii	Tattoos	Permitted	Permitted
ix	Electronic Games	Permitted	Permitted
x	Stand-alone Decorations	Permitted except in Committee Chamber	Permitted, except in Dining Hall and Bar
xi	Cartoon Characters	Permitted	Permitted
xii	Projector with Screen	Permitted in A/c Banquet Hall & Committee Chamber @ Rs.1500/-	Permitted in Royal Ark I & II @ Rs.1500/-
xiii	DJ Charges	Not permitted. Only low volume 'ambient' music is permitted	Not Permitted. Only low volume 'ambient' music is permitted

MC 19-11-12

Note : Outside Furniture, Projector & Screen and Food etc is not allowed.

k) Kitty & Birthday Parties

Fixed menu will be provided at fixed rates as decided by the Managing Committee, along with other terms.

43. Entertainment

- a) There will normally be one Cinema Show every week and two Tombolas every month
- b) Guest and Members' children below the age of 18 years are not permitted in the Tombola enclosure. Those Members found contravening this Bye-Law will be charged Rs.100/- per person.
- c) Dances during Saturday evenings and Sunday mornings and on holidays will be held from time to time as decided by the Committee.
- d) There shall be four special late night dances every year on 25th January, 14th August, 24th December and 31st December. The dress code and regulations for entry for those special dances will be specified.
- e) Other entertainment programmes will be organized from time to time for which special notices will be issued in advance and placed on the Club Notice Board.

44. Games

Subject to the Bye-laws for each Games Section, a Member shall enrol himself for individual Membership or family Membership in any of the Games Sections he or his family wishes to participate in. Facilities for the following games are provided by the Club

- a) Badminton
 - i) The Court shall be open during the hours of 0630 hrs to 1000 hrs and 1600 hrs to 2030 hrs daily. Dependents will be permitted to play from 0830 hrs to 1000 hrs and 1600 hrs to 1800 hrs in Court C.
 - ii) A Marker will be available for play during these times at a prescribed charge.
 - iii) A slate for waiting Members shall be maintained. Members shall surrender the Court after one game to the Member/ Members who stands next in the slate.
 - iv) Dress regulations as prescribed by the Badminton Association of India should be strictly adhered to

b) Billiards

- i) The Billiards Section is open from 1000 hrs to 2300 hrs.
- ii) A slate for recording the names of the Members who desire to play shall be provided for each Billiards Table. When a table becomes vacant in the absence of the Members whose name is first on the slate, it may be claimed by the Member whose name stands second.
- iii) Normally, Table 1 and 3 shall be available for playing Snookers and Table No.2 for Billiards. However, Russian Pools, Billiards and Snooker may be played on any of the Tables provided no Member or his guest has registered his name on the Slate. Skittles may be played on Table No.2 only when Table is not in demand for playing Billiards.
- iv) A game already in progress can be continued till the expiry of the time limit. No table shall be engaged by the same players for a period exceeding half an hour unless there are no other players waiting.
- v) A Member desiring to play a game by himself may be permitted to do so but shall surrender the Table if two other Members are desirous of playing and no other table is available.
- vi) A Member may play with a Marker at a prescribed charge. However the Marker shall not play with a Member if another Member of the Club wishes to play unless a game already begun is unfinished. In such a case, the Marker must vacate the court immediately upon completion of the game when requested by a waiting Member.
- vii) If a Member or his guest damages the cloth of the table the Member shall be liable for a minimum penalty of Rs.500/- or higher as the Committee may decide. The concerned Member will also sign for the damage, he or his guest has caused to the table, immediately after the incident.

- viii) Children under the age of 16 years are not permitted to play on the Billiards Tables. Children over 16 years shall be permitted to play Billiards on Table No.3 only, on all days except after 1200 hrs on Sundays and Holidays.

c) Bridge

- i) Monthly subscription for Bridge is Rs.125/- per person or as decided by the Managing Committee.
- ii) The Bridge room shall be open as per the Card Room timings.
- iii) Reservation of Tables :
- a) More than one table in the Bridge Room can be reserved on any day (including Holidays and weekends). However, at least one table will be left unreserved.
- b) Reservation must be done one day in advance and the date, time and the number of tables should be noted in the reservation book kept in the Bridge Room.
- c) Maximum duration of six (6) hours reservation will be allowed on any single day and if the reserved table is not occupied within one hour of specified time of reservation, fee will be charged to the Member who has reserved the table and the table can thereafter be occupied by any other Member(s).
- d) The charges for reservation of a Bridge Table shall be Rs.100/- for six (6) hours reckoned from the time specified in the reservation book.

d) Cards

- i) Monthly subscription for Cards is Rs.225/- per person or as decided by the Managing Committee.
- ii) The Card Room shall be open from 1000 hrs to 2330 hrs except on Friday, Saturday and Sundays when it will be open till midnight.

- iii) Reservation of Card Tables :
- aa) Not more than two (2) tables in the Card Room shall be reserved on any working day and no table shall be reserved on Saturday, Sundays and Club administration Holidays.
 - ab) Reservation must be done one day in advance and the date, time and table number should be noted in the reservation book kept in the Card Room or with the Steward, Card Room.
 - ac) Maximum time of five (5) hours reservation will be allowed on any single day and if the reserved table is not occupied within one hour of specified time of reservation, the reservation fee will be charged to the Member who has reserved the table and the table can thereafter be occupied by any other Member(s).
 - ad) The charges for reservation for Rummy Table shall be Rs.125/- and for five (5) hours reservation reckoned from the time specified in the reservation book.
- iv) At no time will the stakes for Rummy exceed Re 1/- per point.
- v) Rummy of only 13 cards is permitted to be played.
- vi) No guests are permitted on any day.
- vii) However, STT Members and Affiliated Club Members are permitted.
- viii) Affiliated Club Members are allowed to play for maximum period of 10 days in a calendar month subject to maximum of 30 days in a year.
- ix) Affiliated and STT Members will be charged @ Rs.100/- per day.

e) Cricket

The timings for Cricket are as follows:

- i) Daily net practice from 0630 hrs to 0800 hrs and 1630 hrs to 1830 hrs from Tuesday to Saturdays.

- ii) Dress regulation for net practice will be white shirt, white trousers and sport shoe.
- iii) Subscription charges of Rs 125/- will be levied in respect of those participating in playing league matches.
- iv) The charges without equipment would be Rs. 10,000/- will be levied when a Member wishes to utilize the cricket ground for private matches.

Timings would be 0900 hrs to 1600 hrs

f) Joggers Track

- i) Non-Members are not permitted, even as guests.
- ii) Dress regulations shall apply as in case of other games. Sports shoes shall be worn.

g) Sailing

- i) Boatmen are available only from 1000 hrs to 1800 hrs. Sailing after 1800 hrs is not permitted.
- ii) No Member shall take out a sailing craft except in accordance with the rules laid down by the Sailing Sub Committee.
- iii) Any Member or guest of a Member making use of the Club Boat for any purpose does so at his or her risk.
- iv) Club boatmen are responsible primarily for launching, rigging, hauling and maintenance of the Club boats as directed by the Sailing Sub Committee. However, they may be used as crew or instructors by the Members when available.

h) Squash

- i) The court shall remain open from 0630 hrs to 1000 hrs and 1700 hrs to 2130 hrs on all days. However, on Sundays and Holidays if requested by a Member the court may be kept open for an extra hour beyond 1000 hrs. The effective timings on Sundays and Holidays would therefore be from 0630 hrs to 1100 hrs and 1600 hrs to 2030 hrs.

MC 18/7/16

- ii) Dependent Members are permitted to play from 0830 hrs to 1000 hrs and 1600 hrs to 1700 hrs in Court No. 3. At other times Dependent Members may use a court if it is not required by a Member. Members have the right to request Dependent Members to vacate the court at such other times. A Dependent Member using a court at any time other than between 1600 hrs to 1700 hrs must immediately vacate if so requested by a Member.
- iii) A Member cannot occupy a court by himself if another Member wishes to use the court at the same time
- iv) A Marker will be available for play during these time at a prescribed charge. However, the Marker shall not play with a Member if another Member of the Club wishes to play unless a game already begun is unfinished. In such a case, the Marker must vacate the court immediately upon completion of the game when requested by a waiting Member.
- v) A slate for waiting Members shall be maintained outside each court. It is the Member's responsibility to ensure that his name is put on the slate. Members shall surrender the court immediately after 30 minutes of play to the Member/ Members who stand(s) next in the waiting list. This is irrespective of whether the game is finished or unfinished. When a court becomes vacant in the absence of the Member whose name is first on the slate, it may be claimed by the Member whose name stands second.
- vi) A Member can put on a slate for another round of play only after he completes his previous session of play.
- vii) If a court occupied by two Members is prematurely vacated by one of them, the Member whose name stands next on the slate may at his choice continue the session with the other Member. If the waiting Member chooses not to play for the remaining time the Member

whose name is next on the slate shall have the choice to play (and so on). However, both of them must vacate the court at the end of 30 minutes. This time shall be considered from the time the court was initially occupied by the first two Members. Players who choose not to play shall not lose their seniority on the waiting list (for example, if a court is initially occupied by players A and B at 1000 hrs. and player B vacates the court at 1015 hrs, Player C who is next on the waiting list shall have the option to play for the remaining 15 minutes with player A. If player C chooses not to play, player D who is next on the waiting list is offered the option and so on. If player D chooses to play with player A both of them must vacate the court at 1030 hrs. Player C and Player E can now occupy the court).

- viii) The Dress regulation as prescribed by the Squash Rackets Association of India will be applicable.
- ix) The use of black soled shoes is strictly not allowed.
- x) Due to the nature of the game, use of plastic (not glass) safety glasses is highly recommended but not mandatory.

i) Swimming Pool

i) Following are the timings:-

0600 hrs to 0700 hrs : Exclusively for ladies
(Old S/Pool)

0700 hrs to 1300 hrs } Open to all
1600 hrs to 2100 hrs } (Old S/Pool)

(Children below 16 years are not permitted to remain in the pool area after 1900 hrs)

0600 hrs to 1300 hrs } Open to all
1600 hrs to 2100 hrs } (New S/Pool)

(Children below 16 years are not permitted to remain in the swimming pool after 1900 hrs)

- ii) Ladies and Gentlemen with neck length hair are required to wear bathing caps. All Members and their children shall use the showers and clean their feet in the potassium permanganate tray before entering the pool.
- iii) Guests are not permitted in the Swimming Pool from 1st March to 30th June.
- iv) Children are permitted to use the pool only till 1900 hrs provided they are always accompanied by their parents or any other Member entrusted with looking after their safety. Children below the age of 3 years are not allowed in the Main Pool at any time, but the shallow Childs Pool may be used.
- v) Sauna/Steam Jacuzzi bath facility is available in the Swimming Pool area during the Swimming Pool timings. Elderly persons and those suffering from heart disease should consult a Doctor before using these facilities.
- vi) Children below 16 years are not permitted in Sauna / Steam, Jacuzzi.

j) Table Tennis

The timings for Table Tennis will be from 0600 hrs to 1000 hrs and 1600 hrs to 2100 hrs on all days.

k) Tennis

- i) The Tennis Court shall be open for play between 0600 hrs to 0900 hrs and 1600 hrs to 2000 hrs.
- ii) Two new balls will be given everyday for Court No. 3 and 4 (synthetic surface).
- iii) Primarily all courts are for use of "DOUBLES" only. However, any court could be used for "SINGLES" provided it is not in use of "DOUBLES". Singles has to be stopped when a Foursome is made for Doubles.

- iv) Once four players assemble on a court for a game of Doubles they can continue playing provided no fresh player is waiting. However should a fresh player arrive while the four players are warming up, before the game commences, the four players can continue to play till the set is over.
- v) A player after finishing a set can not continue to play another set if any player is waiting irrespective of the number of sets the latter has played.
- vi) Member's children and beginners can play with "MARKER" on a prescribed fee. However, a Member who is a beginner shall have priority to play with the Marker.
- vii) Member's children and Dependent Members between the age group of 16 & 21 years and beginners shall play on court Nos. 5 & 6 only. Beginners category shall be decided by the Coach.
- viii) Players should use only Shoes meant for Tennis especially in all the synthetic surface courts, to avoid damage to the surface of the court. The Coach will decide on the suitability of the shoes.
- ix) Dress Regulations and other Rules as prescribed by the All India Tennis Association should be strictly adhered to.
- x) The subscription charges, guest fees and charges for Flood lit Court will be as laid down from time to time.

PART III MEMBERSHIP

45. Membership

- a) Meeting of the Managing Committee (Membership) shall normally be held once / twice every month for the specific purpose of electing / admitting, new members.
- b) Candidates for membership shall be introduced to the Committee by either their Proposer or Secunder only. All Gentlemen candidates shall be dressed in Lounge Suit, Sherwani or Closed Coat and Lady candidates dressed in Sari or Evening Dress.
- c) The Proposer/Secunder shall inform the Secretary of the Club sufficiently in advance if the candidate is unable to attend the membership meeting. An application for membership will be held void after the third call for introduction of the candidate to the Committee.
- d) If a candidate for Permanent Membership is posted out of station temporarily and if the Proposer / Secunder write to the Committee requesting that his application for Permanent Membership be kept in abeyance, the Committee may do so in its sole discretion
- e) The election of a candidate for Permanent Membership, unless as decided otherwise by the Committee, will normally take place four months after the candidate has been admitted as a Temporary Member.
- f) A person who has not been elected/admitted twice shall be ineligible for applying for membership of the Club
- g) The Proposer/Secunder should ascertain the correctness of the application before they propose or second such application. If at any time the Committee discovers that the information given by the candidate is incorrect, the Committee shall take necessary action against the candidate/ member/proposer/ secunder as they deem fit.
- h) Temporary Members admitted as candidates for Permanent Membership cannot introduce guests.

46. Conduct of Annual Election Process

1. The entire Election process shall be held in the Colonnade premises from 5.30 pm to 9 pm with 30 minutes extension for Special Booth.
2. Candidates will be allowed to be present only in the designated area "which shall be determined by the Managing Committee from time to time". No canvassing will be allowed in the designated area and Members will be allowed for a short interaction to greet and meet the candidates in the designated area.
3. No canvassing directly or indirectly by any Member, Friend or Relative shall be permitted inside the premises of the Secunderabad Club on the day of Club Elections i.e., on 24th July.
4. The corridor, portico pathways and all means of ingress and egress shall be kept free and no Member shall be permitted to stand and canvas in these areas.
5. Two senior Members shall be appointed as Election observers by the Chief Election Officer and all Election staff and connected security staff shall ensure compliance of the above Bye Law and shall report to the Election observers.
6. Non-voting Members of the Club including guests in the rooms shall not be allowed to enter the premises until the voting is completed.
7. Members are at liberty to vote in any booth and alphabet-wise voting shall be done-away with.
8. Non-compliance of these Bye Laws shall be viewed strictly and the Managing Committee shall be entitled to treat any non-compliance of this Bye Law as violation of Club Rule No XVII(7) and appropriate action will be taken by the Managing Committee, under the provisions of Club Rule No XVIII.

47. Attendance of Managing Committee and Sub Committee Meetings :

The elected Committee Members and various Sub Committee meeting attendance will form part and parcel of the Annual Report so that Members can have fair idea regarding the participation of the elected Members in various Sub Committee meetings.