

# Karnataka Golf Association



## BYE LAWS Amended as on 31st May 2012

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**RECORD OF AMENDMENT**

Sl. No.	Date	Bye Law No.	Narration	Approved on

**Karnataka Golf Association  
Bangalore  
Bye Laws  
PART - 1**

- 1.0 PREAMBLE :**
- 1.1 The Bye-Laws are in accordance with Rule No. 21.6 and shall have the same powers and force as the Rules of the **Association.**
- 1.2 These Bye-Laws shall be binding on all Members, Associates, Guests and other users of the Club.
- 1.3 Any person violating these provisions shall be liable for appropriate action.
- 1.4 These Bye-Laws are subject to change as stipulated in the Rules.
- 2.18 DEFINITIONS:**
- The definitions that appear in Memorandum of Association and Rule shall have the same meaning in the bye laws.**
- 2.1 "Bandgala" means a set of clothes with a closed neck jacket and trouser worn with formal shoes.
- 2.2 "Beverages" means a drink including alcoholic drink.
- 2.3 "Bye-Laws" means regulations framed in accordance with Rules.
- 2.4 "Casual User" means a Member/Associate/Dependant using no golfing facilities **and** who is not **a subscribing user.**
- 2.5 "**Chief Teller and Tellers**" shall be voting members approved by **General Body to conduct elections.**
- 2.6 "Club House" means all areas excluding the Golf Course and Driving Range.
- 2.7 "Course" means all areas excluding the Club House.
- 2.8 "Family" means and includes spouse of a Member/ **Associate** and their dependent children under the age of Twenty Five.
- 2.9 "Lounge Suit" means a **formal dress comprising of jacket, trouser of the same material and colour** and a tie.

- 2.3 **Marshal** means member nominated by the Committee to regulate the pace of play and adherence to playing rules.
- 2.4 "Office" means, the office of Karnataka Golf Association.
- 2.12 **"Parties"** mean club function, sponsored events and parties hosted by Members/ Associates.
- 2.13 "Public Rooms" means all rooms of the Club meant for the unrestricted use and enjoyment of the Members/Associates and shall include the Lounge, **Deck areas**, Dining Room, Bars, Library, Billiards Room and Card Room. These shall not be available for reservation or private entertainment, except by special decision of the Committee.
- 2.14 **"Regulator"** means an employee of the club under the control and supervision of the Caddie Master to regulate the pace of play and adherence to playing rules.
- 2.15 "Rules" means **Memorandum of Association and** Rules of the Association.
- 2.16 **Smart Card** means an electronic identity card having facility of both credit and prepaid and issued by Karnataka Golf Association for its Members/ Associates/guests/affiliated club members and their families.
- 2.17 "Visitor" means a Visitor to the Club and does not include guest of Members/Associates, employees of the Association **and caddies**.
- 3.0 GENERAL INFORMATION:**
- 3.1 Timings:**
- 3.1.1 **Office :10.00AM to 6.30 PM** on all days except Sundays and holidays.
- 3.1.2 **Club House : 7.00 AM to 11.30 PM** on all days of the week.
- 3.1.3 **Course :5.30 AM to 7.00 PM** on all days
- 3.1.2 **Driving Range: 6.00 AM to 7.30 PM** on all days exception **Second and Fourth Tuesday's when the Driving Range will be closed for maintenance. The range will however remain open if these days are tournament days.**
- 3.1.5 **Swimming Pool : 5.30 AM to 8.00 PM** on all days.
- 3.1.6 **Health Club: 5.30 AM to 9.00 PM** on all days **except Sunday. On Sundays 5.30 AM to 1.00 PM.**
- 3.1.7 **Cards: 10.00 AM to 11.30 PM** on all days.

ANNEXURE 'B'

KARNATAKA GOLF ASSOCIATION

Nominations Received for Election to be held on .....

Sl. No.	Name of Candidate	Age	Handicap	Educational/Technical Qualifications	Profession	Club Membership
1	2	3	4	5	6	7

Experience in Club Management	Disciplinary action, If any	Proposed by	Seconded by	Seconded by	Photograph
8	9	10	11	12	13

**Declaration by the Candidate**

- |   |                          |                          |
|---|--------------------------|--------------------------|
|   | Yes                      | No                       |
| 1. I confirm my assent to this nomination.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I confirm that I have not been reprimanded or punished by the Managing Committee in the past.            | <input type="checkbox"/> | <input type="checkbox"/> |
| or  |                          |                          |
| 3. I confirm I have been reprimanded / Punished by the Managing Committee, details of which are as follows: |                          |                          |
| a) _____  |                          |                          |
| b) _____  |                          |                          |
| 4. I have enclosed two recent passport size photographs.  |                          |                          |
- I confirm that the details given above are true and correct

Date: \_\_\_\_\_ Signature of the Candidate \_\_\_\_\_

(For Office use)

**Decision of the Screening Committee**

We have examined this nomination form in accordance with the Rules and find his nomination to be in order/not order. (If the nomination form is not in order please give reasons for rejecting the nomination).

Name	A/c No.	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Remarks, if any \_\_\_\_\_  
\_\_\_\_\_

- 3.1.8 Bar :**  
**Out Door Caterers Bar : 11.00 AM to 11.30 PM on all days.**  
**Claret Jug Bar : 11.00 AM to 3.00 PM and 7.00 PM to 11.00 PM from Mondays to Thursday. On all Fridays, Saturdays, Sundays and on Public Holidays 11.00 AM to 11.30 PM.**  
**Ballantine Bar : 7 PM to 11 PM on all days. On Sunday's & Public holidays from 11 AM to 3 PM and 7 PM to 11 PM.**  
**Double Eagle Bar: Will be opened on need basis.**

**3.1.9 Parties:** Up to 11.30 PM on all days.

**THE ABOVE TIMINGS ARE SUBJECT TO CHANGE.**

**3.2 DRESS REGULATIONS:**

**Prescribed Dress:** All users including the children above the age of 16 shall strictly adhere to the prescribed dress regulations.

**3.2.1 Dining Hall/Central Lounge:**

**3.2.1.1 Gentlemen:** Shirts with collars, Collarless ribbed high neck T-Shirts, Polo neck Shirts, trousers, shoes or sandals with back straps or Bandgala.

**3.2.1.2 Ladies:** Attire befitting the decorum and the area of use. The emphasis is on elegance, poise and grace.

**3.2.2 Club House, Deck area, Patio, & Lounge:**

**3.2.2.1 Gentlemen:** Shirts with collars, Tee Shirts with Ribbed collars, Polo neck shirts, trousers or golf shorts, jeans, sports shoes, golf shoes, sandals with straps or Bandgala. **Playing guests are allowed sporting attire.**

**3.2.2.2 Ladies:** Attire befitting the occasion and the area of use. The emphasis is on elegance, poise and grace.

**3.2.2.3** Sports shoes, sports gear, golf shorts and sneakers are not allowed after 8 P.M.

**3.2.3 Claret Jug Bar:** Golfing attire including shorts permitted up to 8 pm.

**3.2.4 Course & Driving Range:**

**3.2.4.1 Gentlemen:** Shirts/T-shirts with collars (including Chinese and high ribbed collars) and sleeves, trousers or golf shorts, sport shoes or golf shoes with soft spikes. **Caps, if worn, must be with the peak in front.**

**3.2.4.2 Ladies:** Skirts, trousers, golf shorts, golf t-shirts, salwar kameez, sports shoes or golf shoes with soft spikes.

3.2.4.3 No player shall be permitted to wear round neck, sleeveless shirts/ T-shirts without collars, sweat pants, jeans, cut-offs, athletic shorts, sports shoes, halter tops, tank tops, fishnet tops, low cut T-shirts/blouses and golf shoes with metal spikes. Ladies are permitted to wear collarless/sleeveless shirts.

**3.2.5 Swimming Pool:**

3.2.5.1 Users are permitted to wear only well-fitting swimming costumes. **Other dresses like shorts are strictly prohibited. Skirts and other non-swimming attire are strictly prohibited.**

3.2.5.2 Persons with long hair must compulsorily use swimming caps.

**3.2.6 Introduction of candidates:**

**3.2.6.1 Gentlemen:** Lounge, **combination suit** or Bandgala.

**3.2.6.2 Ladies :** Sarees, Salwar Kameez or formal western wear.

**3.2.7 New Year Ball:**

**3.2.7.1 Gentlemen :**Lounge, **combination suit** or Bandgala.

**3.2.7.2 Ladies :** Attire befitting the occasion provided it is in keeping with the norms of decency and does not offend the sensibilities of others present.

**General Restrictions:**

**The following are strictly prohibited:**

3.2.8.1 Combination of kurtas with jeans /trousers/loose pyjamas.

3.2.8.2 **T-shirts with themes / slogans which are printed on them which are vulgar and provocative in nature and which are not in keeping with the norms of decency that could offend the sensibilities of other members and guests presents.**

3.2.8.3 **Caps and hats in any form, shorts, rubber chappals and collarless T shirts are strictly prohibited in the Dining Hall/Central Lounge, Club House & Lounge. Caps and hats are permitted in golfers bay and lower deck.**

3.2.8.4 **Service may be denied to Members/ Associates or their guests who do not adhere to the dress code prescribed above and they may be asked to leave the premises.**

3.2.8.5 **In this regard the decision of the designated official shall be binding.**

**3.3 Decorum, Conduct and Etiquette :**

**3.3.1 General:**

3.3.1.1 Users shall maintain the decorum, dignity and standards in keeping with the traditions at all times.

**3.3.1.2 They shall conduct themselves in a manner which is considerate and not offensive to fellow users.**

**KARNATAKA GOLF ASSOCIATION, BANGALORE**

**NOMINATION FORM FOR ELECTIONS TO THE MANAGING COMMITTEE**

We, the Members of Karnataka Golf Association wish to propose / second Mr./ Ms. \_\_\_\_\_ aged \_\_\_\_\_ years for the post of the :

President  Captain  Hon. Secretary   
 Hon. Treasurer  Member of the Managing Committee   
 for the year \_\_\_\_\_ at the Annual General Meeting to be held on \_\_\_\_\_.

The particulars of our Candidate are furnished below :-

1. Account Number: \_\_\_\_\_ 2. Member Since \_\_\_\_\_
3. Completed continued years of Membership : \_\_\_\_\_
4. Golf Handicap \_\_\_\_\_ at \_\_\_\_\_ Club.  
 (Attach a copy of the candidate's handicap certificate if the handicap is not from KGA).
5. Educational / Technical Qualifications \_\_\_\_\_
6. Profession or Occupation \_\_\_\_\_
7. Designation (if employed) \_\_\_\_\_

Name of Organization \_\_\_\_\_

8. Membership of other Clubs

Name of the Club	Type of Membership & A/C No.	Member since
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Area(s) of interest

10. Experience in Club Management, if any

Name of the Club	Position held	Years
_____	_____	_____
_____	_____	_____

	<u>Proposer</u>	<u>Seconder</u>	<u>Seconder</u>
Name :	_____	_____	_____
A/c NO. :	_____	_____	_____
Signature :	_____	_____	_____

Managing Committee shall not exceed twelve calendar months. A notice of the decision of the Managing Committee shall be immediately sent to the Member / Associate concerned by the Honorary Secretary and also remain affixed on the Club's notice board during the entire period of suspension. Further, during the period of suspension from Membership / Associateship, the spouse and dependents of the concerned Member/ Associate shall also not be entitled to enter or use any of the facilities of the Club.

In matters concerning deliberations on Enquiry proceedings, the Managing Committee shall not wait for the regular monthly meeting to be called and instead deal with such matters in an urgent meeting of the Managing Committee. This emergency meeting is to ensure that punishment, if any, should be meted out expeditiously and by the same token, acquittal if any to be also notified at the earliest.

**25.13 This Bye-law Elucidates Rules:** For the avoidance of any doubt, the provisions of Rule 26 of the Club's Rules shall continue to be in full force and effect, with the foregoing provisions of this Bye-law 25 constituting an elucidation of the principles of domestic enquiry mandated by Rule 26.8.

3.3.1.2 They shall not amongst other things:  
a) talk loudly or indulge in a manner deemed to be boisterous.  
b) Use foul or unseemly language.  
c) Summon bearers or other staff with rude gestures.  
d) Interfere with the functioning of the staff in any manner.  
e) Spit, wash or commit nuisance in inappropriate areas.  
f) Place their feet on tables or chairs.  
g) Dance or sing on their table or on the dais during club events unless permitted.  
**h) Golf bags and trolleys are not permitted in the club house, patio, lower and upper deck areas, bar etc.**

**3.3.2 Course & Game of Golf:**

3.3.2.1 Golf shall be played as per the Rules and Regulations specified by the Royal & Ancient Golf Club of St. Andrews, the United States Golf Association (USGA) and Local Rules and Bye Laws. **All users of the facilities of the club shall deemed to have read and understood the rules, regulations and bye laws and shall adhere to them.**

**3.3.3 Responsibility of the Players:**

3.3.3.1 Players must register their names and their guests, before tee off.

3.3.3.2 Green fee shall be paid at the designated counters, before tee off.

3.3.3.3 The guest tag shall be prominently displayed on the golf bag and the receipt must be produced on demand.

3.3.3.4 A player without a valid handicap shall not be permitted to tee off during time sheet periods.

3.3.3.5 Players shall be conversant with the rules of golf, and local rules and ensure adherence.

3.3.3.6 In the event of a dispute, the players shall refrain from entering into altercation, **in any form** or use abusive language under any circumstances. Complaints if any shall be reported to the Hon. Secretary.

3.3.3.7 Ignorance of the Rules and Bye-Laws will not be an excuse for any infringement.

**3.3.4 Pace of Play:**

3.3.4.1 The standard time to complete **Eighteen** holes of the course is 4 hours 20 minutes including the mandatory break. The players shall therefore maintain their pace of play and ensure no delay.

3.3.4.2 Players shall take a mandatory break of **Ten** minutes only after completing **Nine** holes during Time Sheet periods.

3.3.4.3 Course Marshals shall have the power to monitor and regulate the pace of play and ensure adherence to rules. **Similarly the Course Regulators shall also monitor and regulate the pace of play and adherence to rule in consultation with Caddie Master.**



3.3.4.4 If a group fails to maintain its pace on the course and loses one clear hole to the group in front, it shall **be mandatory to allow the group behind to pass through.**

3.3.4.2 **All complaints regarding pace of play shall be brought to the notice of the Marshal/ regulators on duty and if no redressal is forth coming, the complaint may be addressed to Hon. Secretary.**

### 3.3.5 Care of the Course :

3.3.5.1 Players shall strictly adhere to the following:

- (a) Replace divots.
- (b) Rake bunkers after use.
- (c) Repair all pitch marks on the green.
- (d) Ensure no damage to putting surface while removing or replacing flag sticks.
- (e) Litter should be dropped only in the bins provided.
- (f) **Refrain from committing nuisance, spitting or otherwise casing nuisance on the course.**

3.3.5.2 Golf carts shall be **used only in designated areas and** shall be parked so as not to hamper play.

3.3.5.3 Golf bags are not allowed to be carried on to the greens and aprons.

### 3.3.5 Consideration for other Players :

3.3.6.1 No player shall play a stroke until all the players in front are out of their striking range.

3.3.5.2 Players searching for a ball should signal the players behind to pass if it becomes apparent that the ball is not likely to be found within the permitted time of Five minutes. However, after the lapse of Five minutes it is mandatory for the players to invite the group behind to pass through.

3.3.5.3 Players shall ensure to leave the green as soon as they hole out. They shall not delay the group behind for any reason particularly for marking of scores.

### 3.3.7 Order of Play and Priority on the Course :

3.3.7.1 The game shall be played in the same order of ascending number of holes i.e. from holes **One to Nine**, holes **Ten to Eighteen** except as stipulated for flood lit golf.

3.3.7.2 A game shall commence only from the **First** and **Tenth** Tee unless specified.

(a) The Member/ Associate of the Club under enquiry shall be present, in person, at such meeting in order to put forth his/her explanation or defence to what has been stated in the Disciplinary Notice, including the contents of any reply that he/she may have submitted.

(b) The Enquiry Committee shall provide the Member / Associate under enquiry with adequate, sufficient and reasonable opportunity to present his / her explanation or defence before such Enquiry Committee.

(c) Should the Member/ Associate under enquiry seek further time to present his / her explanation or defence before the Enquiry Committee, such request may be granted or rejected by the Enquiry Committee, and if such request is accepted, the Enquiry Committee proceedings / hearings shall be adjourned accordingly to such date and time as it may fix; provided however that, under no circumstances shall such adjournment be granted beyond seven days from the **first** date of the Enquiry Committee proceeding / hearing.

**25.11 Completion of Enquiry:** Following the Enquiry Committee's inquiries and proceedings / hearings as per Bye-laws 25.3 and 25.10 above, respectively, the Enquiry Committee shall complete its enquiry and submit its detailed report and findings to the Managing Committee and to the Member/ Associate under enquiry within five days of the conclusion of its proceedings / hearings. Such report shall contain a statement of the findings of the Enquiry Committee based on its inquiries and the proceedings / hearings it has conducted.

### **25.12 Decision on Enquiry Proceedings / Findings; Managing Committee Proceedings:**

Upon receipt of the Enquiry Committee's report, the Managing Committee shall meet to consider the Enquiry Committee's report as well as its findings therein, at which meeting of the Managing Committee the Member under enquiry may, if he/she so wishes, present his/her explanation or statements to the Managing Committee. After taking into consideration such Enquiry Committee's report and findings, any statement or explanation made by the Member/Associate under enquiry to the Managing Committee, and any reply by such Member/ Associate to the Enquiry Committee's report and findings, the Managing Committee shall, in accordance with Rule 26.9 of the Club's Rules, decide by two-thirds of its members voting at such meeting whether the Member/ Associate concerned has merited a reprimand or suspension from membership or any other permitted punishment as per the Club's Rules from time to time in force (including recommending to the General Body any extended period of suspension beyond twelve months or recommending to the General Body for expulsion from membership of the Club); provided however that, any such suspension by the

Associate of the Club is involved in the same conduct or acts which have caused or given rise to the issuance of the Disciplinary Notices, there shall be no need to constitute separate Enquiry Committees.

- 25.6 Extension of Time:** In the event the Member/ Associate under enquiry requests (in writing) an extension of time to submit his / her or their written explanation or defence, or requests an extension of the date fixed pursuant to Bye-law 25.4(b) above, any such request may be granted or rejected by the Enquiry Committee considering the gravity of each particular case and the likely consequences of any delay caused by any such extension on the reputation and interest, or the order and harmony, of the Club; provided however that, under no circumstances shall such extension be granted beyond seven days from the date fixed pursuant to Bye-law 25.4(b) above.
- 25.7 Suspension Pending Enquiry:** Notwithstanding the provisions of this Bye-law 25, and as specifically provided for in Rule 26.5 of the Rules of the Club, the Managing Committee is entitled, before issuance of the Disciplinary Notice, to suspend from membership of the Club the Member/ Associate concerned, if, in the Managing Committee's opinion, the gravity of the case so warrants; provided however that, the period of such suspension from Membership/ Associateship shall not exceed three months pending the enquiry procedures and principles provided for in this Bye-law 25 and any further orders thereon.
- 25.8 Failure to Reply:** In the event the Member/ Associate under enquiry fails to reply to the Disciplinary Notice, the Enquiry Committee may still, in addition to its powers under Bye-law 25.3 above, proceed to conduct its enquiry proceedings / hearings in accordance with Bye law 25.10 below.
- 25.9 Voluntary Admissions:** If the Member/ Associate under enquiry voluntarily admits to the Managing Committee his or her misconduct in writing, the Managing Committee shall be entitled, pursuant to and in accordance with bye-law 25.12 below, to decide the reprimand or suspension from membership or any other permitted punishment as provided for in, and in accordance with, the Club's Rules from time to time in force, but in any such decision the Managing Committee shall take into account such voluntary admission as well as consider the past record of such Member/ Associate in the Club. In any event, the Managing Committee shall be entitled, in such circumstances of voluntary admission, to continue to proceed with the enquiry and the opportunity of a personal hearing pursuant to Bye law 25.10 below.
- 25.10 Conduct of Enquiry Proceedings / Hearings:** At the date and time fixed in Bye-law 25.4(b) above (or as extended pursuant to Bye-law 25.6 above), or at any adjournment thereof, the Enquiry Committee shall meet and conduct the enquiry into the matter and shall, in this regard, adhere to the following procedures at such enquiry proceedings / hearings:

- 3.3.7.3 **A Five ball** or more shall not be permitted on the course on any day.
- 3.3.7.4 A single player has no standing on any day and shall give way to a group of any composition.
- 3.3.7.5 During Time Sheet period a **Four** ball and a **Three** ball have equal standing. **A Two** ball/ Single ball shall not be permitted during this period.
- 3.3.7.6 Other than time sheet period, all groups teeing off from the **First** Tee will have the same standing on the course regardless of whether they are a two ball, three ball or four ball, and will not have any priority unless there is a clear hole ahead. A single ball will have no standing.
- 3.3.7.7 Players starting from the **Tenth** Tee **shall** have the right of continuous play after completing the back Nine holes.
- 3.3.7.8 A two-ball teeing off from the **Tenth** tee box **shall** have priority over a Three or a Four ball till they complete the back Nine holes.
- 3.3.7.9 Cutting in between holes shall not be permitted.
- 3.3.7.10 Players who are found to be habitually slow will lose their standing during Time Sheet periods. **Such players, identified as being habitually slow, shall be duly served with a notice and a warning to improve their pace of play and the names of such players shall be displayed on the notice board.**
- 3.3.8 Time Sheet Period:**
- 3.3.8.1 The Course is reserved for time sheet bookings on Saturdays afternoon, Sundays and public holidays for current and valid USGA handicap holders. Players without a current valid handicap shall not be allowed to tee off during this period. **It will be the prerogative of the Managing Committee to also notify other days, as well as time periods during the day, as time sheet days.**
- 3.3.8.2. The operation of time sheet period shall be as per the notified procedure.
- 3.3.8.3** Players with a handicap from another club **shall produce a current handicap certificate** before teeing off. **The Starter is responsible to verify such a certificate and if satisfied, permit the player to tee-off.**
- 3.3.8.4** It is **compulsory** for Players to engage Club caddies during tournaments.
- 3.3.8.5** **During the week day time sheet there shall be at least one Caddie for two balls and the weekend Time Sheet periods and Holidays, there shall be at least two Caddies for either Three ball or Four ball accompanying the players.**



- 3.3.8.6 Priority for Tee off during non-time sheet period shall be as per the order of number registered with the starter.
- 3.3.8 Handicapping system:**
- 3.3.9.1 The procedure for Handicapping shall be the USGA or any other system prescribed by the IGU.
- 3.3.9.2 It is mandatory for every Member/Associate to designate a HOME CLUB, if he/she is a Member/Associate of more than one golf club.
- 3.3.9.3 Members/Associates shall submit their score cards for every round of golf played on the course. Only cards marked for **Fourteen** holes or above shall be reckoned.
- 3.3.9.4 The handicap will be revised once a month and posted on the Notice Board on the first day of each month.
- 3.3.9.5 When a player has not returned any cards in the previous six months, his/her name shall be removed from the handicap list. Instead his/her name will be recorded in a separate register. Such players will not have current and valid USGA handicap. Whenever regular play is resumed, the last handicap index shown in the register shall be the current handicap.
- 3.3.9.6 The Managing Committee shall have the power to take appropriate action including modification of handicap on a player **who has submitted wrongly marked** score cards, **without prior notice.**
- 3.3.9 Driving, Putting and Chipping Practice :**
- 3.3.10.1 Practice putting and chipping shall be restricted only at the designated areas.
- 3.3.10.2 Players are strictly prohibited from practicing on regular fairways, greens and bunkers.
- 3.3.10.3 Care should be taken to ensure that practice shots are not directed towards playing fairways/greens/bunkers or neighboring residential areas.
- 3.3.10 Driving Range :**
- 3.3.11.1. The driving range shall remain open from **6.00 AM to 7.30 PM** on all days.
- 3.3.11.2 No unauthorized persons shall be allowed to use the range.
- 3.3.11.3 **Ball Charges :Prior to issue of Range Balls users shall pay prescribed charges.**
- 3.3.11.4 Members, Dependents and Associates may avail credit facilities. All others shall pay by cash or debit cards.
- 3.3.11.5 Users of the range shall avoid hitting the balls towards the abutting

Associate. .

- 25.2 Constitution of Enquiry Committee:** Upon issuance of the Disciplinary Notice, a three member enquiry committee shall be constituted, hereinafter referred to as, the “Enquiry Committee”, consisting of three Permanent Members of the Club of not less than ten years standing, nominated to serve on such Enquiry Committee by the Managing Committee. The Chief Executive Officer of the Club shall be a permanent invitee to such Enquiry Committee hearings.
- 25.3 General Powers of Enquiry Committee:** The Enquiry Committee shall be entitled and empowered to ascertain, examine, review and inquire into all facts and circumstances relating to the matter under inquiry and constituting the basis of the charges against the Member/ Associate under enquiry, including the conduct of such Member/ Associate or acts committed by him / her which have caused or given rise to the issuance of the Disciplinary Notice. The Enquiry Committee will submit its detailed report to the Managing Committee and follow the procedures stipulated in Bye-law 25.10 below with regard to the conduct of its enquiry proceedings / hearings.
- 25.4 Contents of Disciplinary Notice; Charges:**
- The Disciplinary Notice shall:**
- (a) state and list, in as detailed and specific a manner as possible, the conduct of, or acts committed by the concerned Member/ Associate of the Club which have caused or given rise to the issuance of such Disciplinary Notice and specifically ask him / her to show cause as to why appropriate action should not be invoked as per the Club's Rules;
- (b) state that on a particular date and time fixed in the Disciplinary Notice, the Enquiry Committee will meet to consider an explanation or defence from such Member/ Associate under enquiry of his / her conduct as detailed in such Disciplinary Notice; provided however that, such date fixed in the Disciplinary Notice shall not be less than ten days from the date of despatch of the Disciplinary Notice; and
- (c) call upon the Member/ Associate under enquiry to submit in writing to the Enquiry Committee his / her explanation or defence to the charges fixed pursuant to Bye-law 25.4(a) above, at least two days before the date fixed in the Disciplinary Notice pursuant to Bye-law 25.4(b) above.
- 25.5 Enquiry against Member (s) or Associate (s):** If more than one Member/ Associate of the Club is involved in the same conduct or acts which has caused or given rise to the issuance of the Disciplinary Notice, the General Committee shall issue individual Disciplinary Notices to each such Member/ Associate and shall, in this regard, follow the same procedures or principles as set forth in this Bye-law 25 with regard to each such Member/ Associate under enquiry; provided however that, where more than one such Member/

inspection for the quality, efficiency and cleanliness of all departments. He/she shall play a pivotal role in all matters of administration duly assisted by the Administrator.

#### **24.6 The Treasurer :**

He/ she shall be responsible for the financial health of the club. He /she shall closely monitor the income and expenditure of all departments and ensure those are within the plan presented by the concerned Chairman / head of the department in the beginning of the year.

He/she shall have powers to freeze the expense of any department at any time of the year, if found necessary duly reporting to the Committee for further action.

He/she should interact with the Internal / statutory auditors periodically instead of waiting for the closure of the financial year.

#### **24.7 The Administrator:**

The Administrator is the executive head of the club supervising the activities of the all departmental heads. He shall ensure the implementation of the system, Rules, Bye-laws and directives of the Committee, from time to time.

He /she shall assist the Hon Secretary in carrying out all legal and Governmental obligations. He / she shall carry out surprise and at random checks in all departments to ensure cleanliness, quality and efficiency.

He/she shall ensure proper turnout of the staff and their personal hygiene. He / she shall carry out fire drill at least twice a year.

He / she shall enjoy the privileges of a member and as such be eligible for all rights and privileges of a member excepting voting during the tenure of his/her office.

#### **25.0 DISCIPLINARY PROCEEDINGS:**

##### **PROCEDURES & PRINCIPLES OF DOMESTIC ENQUIRY:**

**25.1 Issuance of Disciplinary Notice:** If, in the opinion of the Managing Committee, the conduct of any Member/ Associate of the Club (whether within or outside the Club) is injurious to the reputation and interest, or is likely to disturb the order and harmony of the Club, the Managing Committee shall, through a decision taken in this behalf at a meeting, or, in an emergent situation, by means of a circular resolution upon at least a majority of the elected members of the Managing Committee signifying in writing their approval to such circular resolution, issue a written notice, hereinafter referred to as the "Disciplinary Notice", in terms of Bye-law 25.4 below, through registered post (with acknowledgment due) to such Member/ Associate at his / her last known address as listed in the records of the Club, or personally serve such written notice on such Member/

playing fairways, greens and adjoining residential area.

3.3.11.6 Caddies are not allowed on the Driving Range.

#### **3.3.12 Caddies :**

3.3.12.1 Caddies will be classified into different categories as per their proficiency.

3.3.12.2 Authorized caddies shall only be engaged. This restriction shall not apply to professional tournaments.

3.3.12.3 Complaints if any shall be written in the Register provided with the Caddie Master.

3.3.12.4 No player shall reprimand, **abuse** or take direct action against Caddies.

3.3.12.5 The minimum caddie fee for various categories will be as stipulated.

3.3.12.6 The players shall strictly comply with the procedure for allocation of caddies.

3.3.12.7 It is the responsibility of every player to take care of his / her personal belongings. The Club shall not be responsible for any loss or damage to the equipment caused by Caddies.

**3.3.12.1 The Caddy Master and or any authorized staff at the Starters cabins are responsible for overall management of the caddies.**

#### **3.3.13 Coaching:**

3.3.13.1 Coaches approved by the Managing Committee shall only be permitted to conduct coaching at the club.

3.3.13.2 The Managing Committee shall prescribe on the qualifications and experience required for the coaches to undertake coaching activities.

3.3.13.3 The Managing Committee shall prescribe the fee for coaching and method of collection.

3.3.13.4 Complaints if any, shall be referred to the Managing Committee through Hon Secretary.

#### **3.3.14 Junior Golf:**

3.3.14.1 Junior Golf Programme will be conducted by authorized coaches approved by the Managing Committee.

3.3.14.2 Children between ages Four and Seventeen will be enrolled in this programme.

3.3.14.3 Participating in this programme and achievement of prescribed level of proficiency is mandatory, prior to applying for Student Associate.

3.3.14.4 Proficiency will be determined based on recommendation of authorized coach.

#### NON-GOLFING FACILITIES :

##### **4.1 Food and Beverages :**

**4.1.1 Food: Unless specially approved consumption of eatables and beverages brought from outside is strictly prohibited.**

4.1.2 Persons below the age of **Eighteen** are not permitted in **any bars and they are prohibited from consuming of any alcoholic beverages anywhere in the premises of the club.**

4.1.3 Consumption of refreshments, beverages and liquor shall be **permitted only at designated areas.**

4.1.4 Tables can be joined **together** to seat not more than **Nine** persons on **the** upper deck and not more than **Twenty Seven persons** on **the** lower deck. Food served will be on a **la carte** service.

4.1.5 Only light beverages and snacks will be served at the Swimming pool area during the operation hours of the Swimming pool. Alcoholic beverages are strictly prohibited.

##### **4.2 Lockers :**

4.2.1 Allocation of lockers to the Members/Associates shall be subject to availability.

4.2.2 The Club shall not be responsible for **the nature and content of the items stored or for** any loss or damage to any property that is stored in the lockers. **Hazardous materials shall at no point of time be stored in the locker.**

4.2.3 Lockers shall only be used by the person to whom it is allotted.

4.2.4 The allotment **fee, deposit** and **annual** rental shall be at **the rate** prescribed by **Managing Committee.**

4.2.5 Unauthorized use shall attract disciplinary action.

##### **Parties :**

4.3.1 A Party is one in which all expenses and responsibilities are borne by the host Member/Associate in whose name the Party Hall is booked. Invitations, if any, for such parties shall be only in the name of Member/Associate hosting the party.

4.3.2 Parties are subject to approval by the Committee and shall be confined to the designated areas only.

4.3.3 Parties will not be permitted on the **Deck area** on any day except parties booked by Sponsors of Tournament.

4.3.4 **Food and beverages will be charged as per applicable rates.**

He/she shall be responsible to ensure smooth functioning of the administration by strictly enforcing Rules, Bye-laws and systems.

He shall maintain in his /her custody all files confidential in nature such as legal, Governmental, outside agencies, keys dispensing log and personal files of the Administrator and senior managers. He/she shall handover such files to the President – elect in the year succeeding his term, and receive due acknowledgment for the same, from the latter.

The President is empowered to take appropriate action in the event of emergencies and exigencies and place before the Managing Committee, such actions with due explanations, for its ratification .

##### **24.4 The Captain:**

The position of the Captain is equivalent to that of the Vice president in other clubs. It is essential that his views are in consistence and not in variance with that of the President and always in the interest of healthy functioning of the Committee.

His/ her main responsibility however, is the management of the affairs of the game and the course and for all promotional activities of the game including ladies and junior golf, in consultation and concurrence with the Chairmen / Conveners of the Sub-Committees constituted for each of these activities.

In all other matters his role is supportive to the President in discharging his duties.

##### **24.5 The Hon Secretary:**

The office of the Hon Secretary is in fact the heart of the club. He/she shall monitors the entire activities of all departments and acts as the bridge between game and the administration.

He / she shall be responsible to scrutinize the eligibility of all applicants for Membership/ Associateship, in all respects and decide their acceptance or rejection, before Registration. He/she may appoint a scrutiny cell among the members of the Committee to assist him /her in this regard. His/her report shall form part of the Agenda in all Managing Committee meetings.

He shall ensure to acknowledge all complaints and suggestion from users, received directly or indirectly, orally or in writing within 24 hours from the time of receipt. Action response must reach the complainant within reasonable time including the ones needing the attention/ approval of the Committee.

He /she shall carry out periodical and at random feedback surveys from Members and Associates on matters of importance.

He /she shall ensure to install fire equipment's in all vulnerable areas and maintain their working conditions.

He/she shall, along with the Administrator, carry out surprise

24.1 Members of the Committee and Subcommittees Administration of the club is the collective responsibility of the Committee. The Members of the Committee shall maintain the secrecy and confidentiality of their office.

They shall be fully conversant with the systems, procedures, Rules and Bye laws of the club. The members shall be fully prepared with the subjects under discussion in the meetings.

It is mandatory for the members of the Committee to submit an annual plan for their respective departments in a special MC meeting convened for the purpose at the beginning of the year.

The decisions of the Committee shall be purely on merit and not on any other consideration, always keeping in mind "that issues are above individuals".

Selection of Sub Committee members shall be need based and purely on merit and commitment of participation, regularity and punctuality. Special invitees shall be experts chosen temporarily for a specific purpose. The members of the committee shall always extend due importance to the recommendations of the Sub-Committee.

Members shall always maintain decorum and orderliness in the meetings. The Committee shall not deter from invoking Rule 26 to enforce discipline among members.

#### 24.2 Office Bearers:

The main responsibility of the office bearers is to evaluate and assess the annual plan submitted by the Sub Committees and other departmental heads as to their feasibility and viability before approval by the Committee.

They shall follow this up by regular and constant monitoring and interaction with the concerned heads. They shall hold regular meetings, if need be, along with the Internal auditors.

Apart from this, the powers of the Office bearers are restricted to the routine departmental co-ordination and day to day administrative matters executed through the Administrator.

They have no powers to bypass the Managing Committee under any circumstances. They shall ensure to attend as observers all important meetings of the Sub Committees.

#### 24.3 The President:

The President shall be the ultimate authority on overall administration of the club. He /she shall be responsible to uphold the standards, image and reputation of the club.

He/she shall be prudent in deploying 'right person in right place'.

4.3.5 The host Member /Associate must be present throughout the duration of the party.

4.3.6 **The terms and conditions for hosting parties shall be prescribed by the Managing Committee.**

4.3.7 Club events take precedence over private parties.

4.3.8 Fifty percent of the estimated cost of the party shall be paid as advance.

4.3.9 **One additional food item may be brought from outside for consumption.**

4.3.10 Host Members/Associates shall ensure that the party is held without causing any inconvenience, or hindrance to the normal activities of the Club and shall not be allowed to use any live-band /music equipment's or an entertainer, use of projector, unless approved by the Managing Committee/**member in charge /Hon Secretary**. Use of banners, displays, demonstrations and public address system are subject to approval.

4.3.11 Guests shall confine themselves to the party venue and shall not loiter. **The host Member/ Associate shall be responsible for the adherence to club dress code, conduct and behavior of their guests.**

4.3.12 In case of inclement weather, the venue of the party may be changed to other locations, subject to availability.

4.4.13 **Members / Associates are not permitted to organize parties on behalf of non-members, friends and relatives. Member / Associate violating this bye law shall pay a penalty equivalent to 25% of the bill raised for the occasion. The Managing Committee shall have the right to initiate disciplinary proceedings against the Member/ Associate.**

#### 4.4 Cards :

4.4.1 Only Bridge, Rummy and Whist Drive shall be played.

4.4.2 Counters/score pads will be used during play. **Any form of cash transaction is strictly prohibited.**

4.4.3 Cards shall be provided by the Club at prescribed **rate**. Members are not permitted to bring playing cards from outside.

4.4.4 **Only dry** Snacks and beverages **will** be served.

#### 4.5 Billiards :

4.5.1 Members/Associates shall have priority over dependents and guests.

4.5.2 Children below the age of **Twelve** will not be allowed to play.

4.5.3 Snacks and beverages may be served.



#### **4.6 Swimming Pool:**

- 4.6.1 **Prior to using the Pool**, users are required to take shower and follow the dress regulations.
- 4.6.2 **Use of safety gear** like arm Balloons and Tubes **are permitted**.
- 4.6.3 The use of inflatable rafts and playing of water sports are prohibited.
- 4.6.4 Diving is strictly prohibited.
- 4.6.5 Children below the age of **Twelve** are not allowed to use the Pool unless accompanied by an adult. They will not be permitted to use the pool after 6.00 PM.
- 4.6.6 **Users shall** engage the services of the authorized coach only.
- 4.6.7 **Users shall not** throw any item including food stuffs and empty bottles into the pool.
- 4.6.8 **Users shall store their belongings in the lockers provided.**

#### **4.7 Health Club :**

- 4.7.1 Users shall ensure proper use of the equipment.
- 4.7.2 Children below **Fifteen** years are not permitted.
- 4.7.3 No snacks and beverages **will be served**.
- 4.7.4 No Guests are permitted in the Gymnasium.
- 4.7.5 **Users shall ensure to store their belongings in the lockers provided.**

#### **4.7 Club Bills :**

- 4.8.1 A Member/Associate shall use his/her smart card to authenticate all transactions with the Club **and shall sign legibly in all registers and documents**.
- 4.8.2 Affixing wrong account numbers shall be a serious breach of the Rules.
- 4.8.3 It is the responsibility of the Member/Associate to ensure the correctness of the account number on the chits.
- 4.8.4 Any dispute with regard to a bill shall be in writing along with the disputed chits and other relevant information. Such claims must be made within **Ten** days from the receipt of the bill.
- 4.8.5 Payments shall not be held up for any objections or want of clarifications.

#### **Subscription and Fee for other facilities:**

- 4.9.1 Member/Associate shall be charged separately for use of other facilities on monthly basis for minimum period of Six months.

the Club Premises.

- 21.9.3 No fire arms or weapons of any kind can be carried on the Course or any part of club house without specific permission.
- 21.9.4 Servants, Personal attendants, drivers and guards of **M e m b e r s / Associates** shall not be permitted to enter the Club House, Course or the Driving Range.
- 21.9.4.1 Introducing them as guests will be deemed to be a serious violation.
- 21.9.5 Members / Associates who remove newspapers and other reading materials from allotted location to another, are responsible for returning them to their original place
- 21.9.6 Use of Range balls on the Course is strictly prohibited.
- 21.9.7 Personal use of Lap Tops/ Personal Communication Devices is permitted. Their use, for business meetings is prohibited.
- 21.9.8 A Member who is engaged in his/her professional capacity as a designated Coach cannot propose or second a candidate for Temporary Associate/Short Term Associate or Student Associate.
- 21.9.9 Members of the Managing Committee during their tenure of **o f f i c e** shall not propose or second any candidate for any category of Membership/Associateship.
- 21.9.10 On any day eligible Member/ Associate are permitted to introduce maximum of Three guests for a round of golf.

#### **21.9 Suggestions and Complaints :**

- 21.10.1 Suggestions and complaints of Members/Associates shall be in writing addressed to Hon. Secretary.

Members/Associates can also record their suggestions and complaints in the Registers provided at designated places in the Club.

#### **22 Administrative Guidelines :**

- 22.1 The Committee may issue administrative guidelines from time to time for effective management of the club.
- 23.0 *It has been deemed that all users of the club have read and understood the rules, regulations and bye laws and shall adhere to them.*

#### **PART II**

#### **24.0 POWERS AND RESPONSIBILITIES OF THE COMMITTEE**

Notwithstanding the provisions under Rule 21 of the club the following specific stipulations are for the adherence by the members of the Managing Committee.



- ã Dining Hall
- ã Double Eagle Bar
- ã Claret Jug Bar
- ã Upper Deck
- ã Eastern Side of Lower Deck
- ã Kitchen and Stores
- ã Men's and Ladies' Locker Rooms
- ã Driving Range Office
- ã Entire Health Club
- ã Committee Meeting Room
- ã Cards Room
- ã Library
- ã Staff Lunch Room
- ã All Offices
- ã The entire premises of the golf course except the 4<sup>th</sup>, 6<sup>th</sup> and 15<sup>th</sup> Huts.
- ã 1<sup>st</sup> Floor Party Hall

**21.7 SMART CARD:**

- 21.7.1 It is mandatory for Members/ Associates and their families to be in possession of Smart Cards while using the club facilities. Smart Cards are not transferable and the club reserves the right to disable the Smart Card in case of impersonation/ misuse of the Smart Card.
- 21.7.2 Members/Associates may load money to their credit at the designated places.
- 21.7.3 It is the responsibility of the Members/ Associates to inform the club if their smart cards are lost or stolen. The club shall disable such cards as soon as possible and the club shall not be responsible for any misuse arising out of loss or theft. Duplicate smart cards will be issued at the prescribed rate.
- 21.7.4 Members/ Associates who wish to deactivate their account temporarily shall communicate the same to Hon. Secretary in writing. An administrative cost at prescribed rate shall be levied for each deactivation and activation. Deactivation shall only be for the purpose of transactions. All other charges like subscription, cover charges etc as provided under rules and bye laws shall be applicable.

**21.9 GENERAL RESTRICTIONS:**

- 21.9.1 Photography of any part of the Course or the Club House without permission is prohibited.
- 21.9.2 No property of the Club shall be loaned and shall not be taken out of

- 4.9.2 Member/Associate shall give one clear calendar month notice in writing of his / her intention to discontinue.
- 4.9.3 Members/Associates and their guests / affiliated Club Members maybe permitted to use these facilities on a casual basis on payment of a prescribed fee.
- 4.9.4 In addition to the Guest fee, the guest will be charged at the prescribed rate for use of such facilities.
- 4.9.5 The Managing Committee shall fix the charges from time to time.

**ABANDONED PROPERTY :**

- 5.1 Any article of value abandoned in the Club premises for a maximum period of **two** months shall be disposed of without notice.

**6.0 LOSS, DAMAGE AND REMOVAL OF CLUB'S PROPERTY :**

- 6.1 Any damage to the property of the Club shall be compensated by the users not less than twice the cost of Repair/Replacement.
- 6.2 The Members/Associates shall be debited the cost if the club undertakes such repairs.
- 6.3 No property of the club can be removed from the premises without written authorization.

**7.0 SUB COMMITTEE :**

- 7.1 Sub Committees shall hold their meeting at least nine times in an Annual Year.
- 7.2 The minutes of the meetings shall be a faithful recording of the proceedings.
- 7.3 Suggestions and complaints from Members/Associates shall form part of the agenda.
- 7.4 The role of the Sub Committee is recommendatory. Members of Sub committees shall not have any decision making powers.
- 7.5 All recommendations of the Sub Committees shall be subject to approval by the Managing Committee.

- 7.6 Chairmen of Sub Committees shall submit an annual plan for approval of the Managing Committee at the beginning of the tenure. The Sub Committee Members shall not, under any circumstances, direct/ instruct or admonish the employees/executives of the Club.

**8.0 KGA LADIES GOLF SUB COMMITTEE:**

The Committee may nominate a Chairperson for the Ladies Golf Sub Committee for the year. The Chairperson shall form a Sub Committee of Lady Members/Spouse of Members, consisting of four members, who will assist the Chairperson in promoting Ladies golf. The Captain

will coordinate all the activities of the Ladies Golf Sub Committee.

**9.0 CHIEF OF ADMINISTRATION (RESPONSIBILITIES & PRIVILEGES):**

- 9.1 The Chief of Administration, by whatever name designated shall be responsible for the overall administration of the Club under the Rules / Bye-Laws and the direction of the Committee.
- 9.2 He/she shall report to the Hon. Secretary of the Club. The Chief of Administration and his/her spouse and dependant children shall be entitled to use all facilities in the Club on payment of usage charges.

**CONDUCT OF USERS OF CLUB:**

- 10.1 Users shall not indulge in any action which **can** be deemed to be an interference with the administration of the Club. Users shall call on staff in the office or correspond with the office for any requirement / clarification. They shall not summon any staff on any pretext.
- 10.2 Members/Associates shall not engage Club Staff for any Private / personal errands.
- 10.3 Business meetings shall not be held in the Club.

**GRATUITY/ TIPS TO EMPLOYEES:**

- 11.1 Users are prohibited from giving gratuity/tips to employees or Contractors of the Club. However they may use the Contribution Boxes provided specifically for the purpose.

**12.0 DEALINGS WITH EMPLOYEES :**

- 12.1 Users shall not have any financial dealings with employees of the club, such as trading of golf balls or other golf or any other equipment inside the club premises. Such dealings shall be dealt only through the person authorized by the Committee.

**13.0 MEMBER/PERMANENT-ASSOCIATE-ELECT:**

- 13.1 The Member-elect/Permanent Associate-elect shall play Twenty Six rounds of golf within Twelve months from the date of his/her introduction to the Managing Committee during which time he/she will be subject to a golf test by the Sub Committee
- 13.2 Of the Twenty Six rounds, a minimum of Sixteen rounds shall be played **at** KGA with members having a valid handicap.
- 13.3 It is mandatory for the Member-Elect/ Permanent Associate-elect to attend at least one golf-clinic, conducted periodically, before their golf test.
- 13.4 The Committee shall ensure that the member-elect / Permanent Associate-Elect shall be conversant with the Rules, Bye Laws and etiquette of golf. No Member-elect/Permanent Associate-elect can be confirmed before Six months from the date of his/ her introduction to

- The vehicle registered in the name of the organization owned by the member/ associate / spouse.
- For vehicle allotted by the organization for exclusive use the member/ associate, shall submit a letter from the organization.

Photocopies of the relevant pages of Registration certificate to be submitted along with the original for verification.

**21.3 Cell Phones :**

21.3.1 Usage of Cell Phones is strictly prohibited *in* all the covered Public areas of the club which includes:

- (a) Double Eagle Bar.
- (b) A/C Dining Hall
- (c) Lounge
- (d) Library
- (e) Card Room
- (f) Billiards Room
- (g) Health Club
- (h) Gazebo.
- (i) Any other area notified from time to time.

21.3.2 On the Course during tournaments.

21.3.3 Users shall ensure that no disturbance/inconvenience is caused to others even in permitted areas.

**21.4 Pets :**

21.4.1 Pets are not permitted anywhere in the premises. Feeding/petting of stray dogs is strictly prohibited.

**21.4 NOTICES :**

21.4.1 Only notices having direct bearing on the Club affairs shall be displayed. The Hon. Secretary shall approve all notices prior to display.

21.4.2 Notices shall be posted on appropriate Notice Boards assigned for the purpose.

**21.6 Standards:**

21.6.1 The Club shall adhere to the approved standards on all documents, stationery and signage. The Club shall ensure the prominence of club logo on all circulars, brochures and fliers pertaining to Club activities.

**21.7 Smoking:**

21.7.1 Smoking and chewing of tobacco in any form is strictly prohibited in the following areas and facilities.

- ã Reception

## **21.1 Restrictions on Children:**

- 21.1.1 Dependent children and Student Associates with valid handicap, are permitted to play on the course during time sheet periods.
- 21.1.2 Dependent children and Student Associate below the age of Twelve must have specific permission to play and shall at all times be accompanied by an adult player.
- 21.1.3 Children below the age of Eighteen years shall not ordinarily be allowed into the Public Rooms of the Club unless accompanied by a parent or Member/Associate and they shall under no circumstances be allowed in the Bar or the Cards Room.
- 21.1.4 Children below the age of Eighteen, shall be accompanied by a parent or a Member at all times in the Dining Hall. They shall not be permitted to stay in the Dining Hall after 10.00 PM.
- 21.1.5 In all other areas of the club, children below the age of Twelve will not be permitted to stay beyond 10.00 PM.
- 21.1.5 In all other areas of the club, children below the age of Twelve will not be permitted to stay beyond 11.30 PM.

## **21.2 Usage and Parking of Vehicles :**

- 21.2.1 All vehicles shall be parked in the designated parking areas.
- 21.2.2 Chauffeur driven vehicles shall be parked only in the area exclusively designated for the purpose.
- 21.2.3 Chauffeurs shall confine themselves to the area where the vehicle is parked and shall not loiter.
- 21.2.4 Parking of vehicles in the porch of the Club House or in the main drive ways is strictly prohibited.
- 21.2.5 A speed limit of Ten kilometers per hour shall be strictly observed.
- 21.2.6 Use of horns inside the premises is strictly prohibited.
- 21.2.7 Only Vehicles with Club identity stickers will be allowed in the club premises. In its absence, Members/Associates shall produce their Club Identity Cards. Short Term/Student Associates will not be provided with stickers, but shall produce their club Identity Cards.
- 21.2.8 Members/Associates shall be responsible for strict adherence to this Bye-Law.
- 21.2.9 Office Bearers shall have the benefit of reserved parking.
- 21.2.10 Each member/associate shall be issued maximum of three vehicle stickers subject to following conditions:
  - The vehicle should be registered in the name of the member / associate, spouse, children/ parents.

the Committee. The Member-Elect/Permanent Associate-Elect who fails the test will be permitted to take a subsequent test within the Twelve months period. Retest will be conducted by any member of the Managing Committee.

- 13.5 Under no circumstances the Committee shall extend the Twelve months period for confirmation of Membership / Associateship.
  - 13.6 The member-elect/Permanent Associate-Elect shall be conversant with the Rules, Bye Laws and etiquette of golf.
  - 13.7 Only the Member-Elect/Permanent Associate-Elect, who holds a valid handicap, or a certificate of Proficiency from the authorized coach shall be permitted to play on the course.
  - 13.8 They shall strictly adhere to the prescribed dress code.
  - 13.9 They are permitted to use all the facilities of the course/club.
  - 13.10 They are not permitted to introduce guests.
  - 13.11 They are not entitled to credit facilities. Instead, they shall deposit a sum of Rs.8000/- (Rupees Eight Thousand only) towards the use of the facilities.
  - 13.1 The Managing Committee shall ratify elections in its subsequent meeting. The confirmation letter shall be issued to Member Elect/ Associate Elect after this.
  - 13.4 Non-compliance of any of these provisions shall be a factor for denying confirmation of Membership/Associateship.
- ## **14.0 AFFILIATED CLUBS:**
- 14.1 Members of affiliated clubs are eligible to use the club facilities. Such Members may do so for a period not exceeding four times in a calendar month and a maximum of Thirty times in a calendar year.
  - 14.2 Members of Affiliated clubs who ordinarily reside within Forty kms of KGA are not eligible to use the club or its facilities.
  - 14.3 Members of affiliated club shall, on arrival, contact the Receptionist or any other authorised person and produce their identity card and letter of introduction. In addition he/she shall also be required to sign a declaration confirming his/her eligibility.
  - 14.4 They are not permitted to introduce guests.
  - 14.5 Infringement of Rules and bye laws of the club shall be duly notified to the parent Club for appropriate action.
  - 14.6 The Managing Committee may restrict /disallow the use of the Club by any affiliated Club Member.
- ## **15.0 IGU MEMBERS :**
- 15.1 An IGU Member is permitted to use the Course facilities without being

- introduced as a guest.
- 15.2 IGU Members who ordinarily reside within Forty kms of KGA are not eligible to use the club or its facilities.
- 15.3 The use of the course shall be restricted to a maximum of four times in a calendar month and/or Twenty Four times in a calendar year.
- 15.4 They are not permitted to introduce guests.
- 15.5 IGU Members are required to produce their ID cards and required to sign a declaration confirming their eligibility, without which they may be denied admission.
- 15.6 Infringement of Rules and bye laws of the club shall be duly notified to the IGU for appropriate action.
- They are permitted to use the course during time sheet periods of introduced by Members/Associates and subject to holding a current/ valid handicap.
- 16.0 ANNUAL GENERAL MEETING & ELECTIONS TO THE MANAGING COMMITTEE :**
- 16.1 The Committee shall ordinarily schedule the Annual General Meeting on a working day ordinarily in the last week of June.
- 16.2 The Committee shall then on set the calendar of events.
- 16.3 An eligible Member who wishes to contest for election to the Managing Committee shall submit the prescribed Nomination Form in original, completed in all respects (Annexure. A). No other form of submission like fax, or e-mail shall be valid.
- 16.4 His / Her nomination shall be proposed by one Member and seconded by two other Members both of whom shall be Members of at least one year standing. The candidate, proposer and seconder shall not be in default to the club on the date of the nomination.
- 16.5 In case of multiple nominations for one post from a Member, only one valid nomination shall be considered for notification.
- 16.6 Once the nomination is submitted and accepted by the Office, withdrawal by the proposer or seconder of a candidate will not be permitted.
- 16.7 The Managing Committee shall have no powers to suspend or debar a member who has filed his/her nomination, after the announcement of calendar of events, unless a breach of rule is committed.
- 16.8 A list of eligible candidates along with the prescribed bio-data (Annexure-B) and photograph shall be circulated.
- 16.9 No Member contesting the election or his/her representative(s) shall use Letters/ Notices/Advertisements/E-mail/ SMS or similar media to

- canvas.The club will not provide the contact details of any member.
- 16.10 On the day of the election, personal canvassing shall be prohibited in designated areas in the Club.
- 16.11 The Managing Committee shall inform Members of any change in the administrative procedures for the conduct of elections.
- 16.12 The Committee shall strictly adhere to the provisions of the Societies Act in this regard.
- 16.13 All candidates seeking election shall be duly introduced at the commencement of the Annual General Meeting.
- 16.14 On the day of the election only voting members shall be allowed inside the club until declaration of results.
- 16.15 Violation of any of these bye laws shall disqualify the candidate from contesting the elections. Similarly the results of the election may be countermanded. The decision of the Managing Committee in this regard shall be final.
- 17.0 TELLERS:**
- 17.1 The Chief Teller shall be responsible for conducting the entire process of election from balloting to computing of the results.
- 17.2 The Chief Teller may require the Chairman of the meeting to be present in the counting area, if need arises.
- 17.3 The decision of the Chief Teller shall be final and binding in determining the validity of a vote.
- 17.4 The Chairman of the meeting upon conclusion of counting, shall declare the results.
- 17.0 DIFFERENTLY ABLED PERSONS:**
- 18.1 The Club shall provide facilities for access, playing, parking, wash rooms and other conveniences for differently abled persons.
- 19.0 REGISTERED ADDRESS:**
- 19.1 Members/Associates shall register their latest address/telephone numbers with the Club, failing which the last known address shall be deemed to be the official address for all purposes.
- 20.0 SECURITY:**
- 20.1 The Committee shall ensure that adequate safety and security measures are in force to protect the Club and Course.
- 20.2 Fire drills and perimeter inspections shall be carried out periodically.
- 21.0 MISCELLANEOUS**