



MEMORANDUM OF JANAK PURI CLUB

Plot No. 17, Cultural Complex, District Centre, Janak Puri, New Delhi-110058

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Introduction



Janak Puri Club is Registered Under Societies Act.

Run by Duly Elected Managing Committee.

Land Allotted by Delhi Development Authority 4671 Sq. Mtrs. (1.25 Acre)

Prime Location Surrounded by Janak Palace, Shopping & Commercial Hub of West Delhi

Newly Built Building is with State of Art facilities in West Delhi.

ADJECENT TO JANAK PURI CLUB

Janak Puri West Metro Station and Opp. 5 Star Piccadially Hotel (Pre. called Hilton)

Distance From Airport,

12 Km. Domestic / 17 Km. International

Facilities

- Centrally Air Conditioned Bar and Card Rooms.
- Gorgeously designed Restaurant.
- Party Hall (12000 Sq. Ft. Area).
- Lush Green Lawn.
- A.C. Family and Kitty / Conference Room.
- A.C. Residential Rooms.
- Billiard, TT & Indoor Games.
- Computerized Billing.
- 24 Hours Power Backup.
- Multy Level Parking.
- Credit Card Facilities.
- Swimming Pool.
- Health Club.
- Squash.

List of Affiliated Clubs Attached.

MEMORANDUM OF 'JANAKPURI CLUB'

- 1. NAME OF THE SOCIETY : 'JANAK PURI CLUB'**
- 2. REGISTERED OFFICE :** The Registered Office of the Society shall be located in the Union Territory of Delhi. At present it is at B-1/240, Janakpuri, New Delhi. The 'JANAKPURI CLUB' (hereinafter referred to the Society) shall be a society registered under the Societies Registration Act, 1860.
- 3. AIMS AND OBJECTS OF THE CLUB :-**
 - (a) To provide amenities, comforts, privileges, advantages, convenience and accommodation as are generally available in other clubs of repute for recreation of the members, their families and guests.
 - (b) To provide suitable arrangements, apparatus and atmosphere for indoor and outdoor games and to provide sources thereof.
 - (c) To provide a good library and a reading room.
 - (d) To devise means and methods for promoting homogeneous and friendly environments for use of the club.
 - (e) To make arrangements with other reputed clubs in various parts of the country for using their clubs by the members of our club on reciprocal basis.
 - (f) To arrange cultural and other functions for recreation of general public and afford to its members facilities in accordance with the financial sources of the club.
 - (g) To do all other such things as are incidental and conducive to the attainment of the above objects or any one of them.
 - (h) All the income, earnings, moveable and / or immovable properties of the Society shall be solely utilised and applied towards the promotion of its aims and objects only as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or in any manner, whatsoever, to the present or past members of the society or to any person or persons claiming through any one or more of the present or the past members. No member of the society shall have any personal claim on any moveable and / or immoveable properties of the society or make any profit, whatsoever, by virtue of his membership.
- 4.** The names, addresses, occupations and designations of the present members of the Executive Committee entrusted with the affairs of the JANAK PURI CLUB as required under the sec. 2 of the Societies Act 1957 as extended to the Union Territory of Delhi, are as follows :-

S. NO.	NAME & ADDRESS	OCCUPATION	DESIGNATION
1.	Mr. R. S. Parmar A-3/235, Janakpuri, N. Delhi	Business	President
2.	Mr. Jagdish Arora, B-1/424, Janakpuri, N. Delhi	Business	Vice-President
3.	Mr. Suraj Parkash, A-3/247, Janakpuri, N. Delhi	Profession	General Secy.

4.	Mrs. Krishna Mediratta, B-3/1 75, Janakpuri, N. Delhi	H/Wife	Secretary
5.	Mr. Vinod Jain B-1/240, Janakpuri, N. Delhi	Business	Treasurer
6.	Mr. Vijay Mittal A-2/1 72, Janakpuri, N. Delhi	Business	Member
7.	Dr. Ramesh Dhawan A-58/A/1 18, Janakpuri, N.D.	Profession	Member

5. We the undersigned are desirous of forming a society named, JANAK PURI CLUB under the societies Registration Act XXI of 1860 (Punjab Amendment Act 1957) as extended to the Union Territory of Delhi in pursuance of this Memorandum of club.

S. No.	Name & Address	Occupation	Signatures
1.	Mr. R. S. Parmar A-3/235 Janakpuri, N. D.	Business	Sd/-
2.	Mr. Jagdish Arora, B-1/424 Janakpuri, N. D.	Business	Sd/-
3.	Mr. Suraj Parkash A-3/247 Janakpuri, N. D.	Profession	Sd/-
4.	Mrs. Krishna Mediratta B-3/ 75, Janakpuri, N. D.	H/Wife	Sd/-
5.	Mr. Vinod Jain, B-1/240 Janakpuri, N. D.	Business	Sd/-
6.	Mr. Vijay Mittal, A-2/ 73, Janakpuri, N. D.	Business	Sd/-
7.	Dr. Ramesh Dhawan, A5B/A/ 18, Janakpuri, N. D.	Profession	Sd/-

Signatures from Sl. No. 1 to 7 are attested.

“JANAKPURI CLUB”

RULES AND REGULATIONS :-

1 Membership :

- (a) Life Members / Permanent Membership
(Both Category will be treated as permanent Members.)
- (b) Reciprocal Members
- (c) Temporary Members
- (d) Hony. Members

2. ADMISSION FEE AND SUBSCRIPTION :

- (a) Life member shall pay Rs. 40000/- as admission fee.
- (b) Reciprocal member shall pay such amount as agreed to by the Club having such arrangements.
- (c) Temporary member shall pay admission fee as fixed by the Managing Committee from time to time and shall be enrolled temporarily for a period of 30 days.
- (d) As Hony. member shall be a person of integrity, wisdom and repute and will be enrolled by the Managing Committee for one year only, in case he/she is useful in promoting the interest of the Club. He/She will not be required to pay any admission fee or subscription but shall pay the bill in respect of his/her purchases and for participation in the Club activities.

PATRON :

The Managing Committee may appoint person or persons of integrity wisdom and caliber as patron of partons amongst the public for the fulfillment of its aims & objectives. Tenure of the patron will cease along-with the tenure of Managing Committee.

3. QUALIFICATION OF MEMBERS :

- (A) He / She shall be of sound mind, courteous, social and sober nature.
- (B) He / She has not been convicted in case involving moral turpitude.
- (C) He / She should be of 21 years of age.
- (D) His / Her membership has not been terminated by any club.

4. METHOD OF ENROLMENT OF MEMBER :

- (a) Candidate eligible for membership as above shall send to Hony. General Secretary, a written application on a prescribed form issued by the Club duly proposed and seconded by any life or Permanent member of the Club, alongwith admission fee.
- (b) The Hony. General Secretary shall place such application before the Screening Sub Committee set up for the purpose who after proper scrutiny, forward the application to the Managing Committee with their views/recommendations. The Managing Committee will consider the views/recommendations of the Screening Sub Committee and may accept or reject the application. The reasons for rejection shall be communicated to the applicant concerned along with the cheque submitted by the applicant for membership.
- (c) After the application is accepted by the Managing Committee, the Hony. General Secretary shall inform in writing to the applicant about the decision of the Managing Committee and shall furnish him a copy of the Rules and Regulations of the Club and the date on which his/her application has been accepted by the Managing Committee

5. ARREARS :

- a) All members are required to pay his/her subscription within the period of three Months after the due date which will be 1st April of every year. Members may pay the annual subscription.

- i) from 1st of April to 30th June with no penalty.
- ii) from 1st of July to 30th Sept. with penalty of Rs. 250/-
- iii) from 1st of Oct. to 31st December with penalty of Rs. 500/-
- iv) from 1st of January to 31st March with penalty of Rs. 1000/-

There after General Secretary shall initiate the process for termination of the membership for non payment.

- B) No member whose name has been struck off the list for such arrears shall be readmitted unless he / she pays his / her arrears alongwith a restoration fee of Rs. 100/- within 30 days of the date of which his / her name has been struck off.

6. **PREJUDICIAL CONDUCT :**

- (a) In case of any question raised in respect of the conduct of a member / members, General Secretary shall refer the case to Disciplinary Committee which will inquiry into it and facts will be reported to Managing Committee. Managing Committee will consider the facts of the case on record placed by the Disciplinary Committee & in case Managing Committee decides to penalise the member a show cause will be issued to the member and his reply along-with the new facts, if any will be placed before the Managing Committee. In case Managing Committee finds the guilt proved, then Managing Committee may take appropriate decision. In case Managing Committee decides to terminate his membership then member shall be suspended till next AGM when the case will be placed before AGM for ratification.
- (b) Membership shall be terminated in any of the following ways.
 - (i) If he/she is convicted by a tribunal for an offence involving moral turpitude.
 - (ii) On his/her being adjudicated involunt.
 - (iii) On his/her being dismissed from public service.
 - (iv) If he/she becomes of unsound mind.
- (c) If any member refused or neglects to comply with any of the byelaws, Rules and Regulations and directions and is guilty of such conduct as in the opinion of the Managing Committee is likely to endanger the harmony or in its opinion prejudicially affects the character or stability or interest of the club, such member shall be liable to expulsion by a resolution of the Managing Committee present at the meeting shall have voted in favour of the name and provided also that atleast 7 days notice of the meeting is given at which such resolution for his expulsion is intended to be moved and that he shall at such meeting and before the passing of such resolution have had an opportunity of giving such defence as he may think fit it shall be in the power of the Managing Committee to exclude such member from the club till such resolution has either been passed or rejected. The Managing Committee shall give or post to him by registered post a letter containing a notification of the said resolution. On the passing of such resolution the member shall forthwith cease to be a member of the club and shall not have any claim against the Managing Committee or the Club. Any fees or subscription paid in advance after adjusting the same towards the dues by him shall be refundable. Quorum of such meeting shall be 2/3rd member of the Managing Committee. No appeal shall lie from the decision of the Managing Committee.
- (d) No member shall be absolved from the operation of the Rules and Regulations in force on the plea of not having received a copy thereof.

7. MANAGING COMMITTEE :

(i)	President	1
(ii)	Sr. Vice President	I
(iii)	Vice President	2
(iv)	Gen. Secretary	1
(v)	Secretary	I
(vi)	Treasurer	I
(vii)	Members	14

- a) The affairs of the club shall be managed by the Managing Committee consisting of not less than seven members and exceeding 21 members including office bearers in each case.
- b) Any vacancy/vacancies on the Managing Committee during the year shall be filled from the members of the Club by the Managing Committee by majority of votes.
- c) If any office bearer! member absents himself for three consecutive meetings of the Managing Committee without prior information, he shall cease to be a member of the Managing Committee. Such vacancy shall be filled forthwith by the Managing Committee from Permanent Member of the Club.
- (d) In case of the three principal office bearers i.e. President, General Secretary and Treasurer resign, then Sr. Vice President and Secretary shall take charge of the office forthwith and look after the affairs of the club as caretakers along-with other members of the Managing Committee. The caretaker Committee shall arrange fresh election of the Managing Committee. The Election schedule shall be announced within fifteen days, after the receipt of the resignation in accordance with clause No. 9.

8 ELECTION COMMITTEE :

An election committee consisting of one election officer with two members to assist him shall be appointed by the Managing Committee/Caretaker Committee to conduct and supervise the election, in accordance with the procedure laid down in clause 9.

9. ELECTION PROCEDURE :

- (a) The Managing Committee shall hold office for 3 years. Election shall be held every alternate year in May / June. In no case beyond 90 days of the expiry of the term of three years.
- (b) The Managing Committee shall get its accounts audited latest by 30th April and after adopting the accounts shall announce the election of the Managing Committee.
- (c) The Election Committee shall decide :-
 - (i) The last date of filling the nomination paper.
 - (ii) The last date of withdrawal.
 - (iii) The date of scrutiny and announcement of the names of the contestants.

- (iv) The date! venue! timing of polling.
- (v) The date of counting votes.
- (vi) The date announcing the list of the members elected.
- (d) The contestants of various offices can obtain list of voters from the office of the club against payment of Rs. 100/-
- (e) Life member of the club only shall be eligible to contest elections or propose and second the candidates for election.
- (f) Defaulting members shall not be eligible either to propose, second or contest.
- (g) All eligible members shall be required to obtain their slips from the office.
- (h) Polling shall be through secret ballot.
- (i) Ballot paper shall be given to eligible member of the club.
- (j) Proxy shall not be allowed.
- (k) One member of the club shall contest for only one office and shall pay a deposit as decided by the Managing Committee.
- (l) In case candidature is proposed and / or seconded or nomination filed for more than one office in respect of the same member, such nomination shall be invalid.
- (m) Temporary, Reciprocal and Hony. members are not eligible to attend or take part in general body meeting and elections of the club.
- (n) Managing Committee may impose restriction for expenditure to be incurred for election.
- (o) Managing Committee is empowered to decide the amount of token money to be taken from contestant.

10. QUORUM OF MANAGING COMMITTEE :

1/3rd members of the Managing Committee present in a meeting shall constitute quorum for the transaction of the meeting.

11. MANAGING COMMITTEE MEETING :

The minutes of the Managing Committee shall be recorded in a separate minutes book and any member of the Managing Committee can inspect the same after giving atleast 3 days notice in writing to the Hony. General Secretary of his intention to do so.

12. POWERS AND DUTIES OF THE MANAGING COMMITTEE :

- (a) The Managing Committee shall control, finance, membership, property, assets of the club and the staff.
- (b) The Managing Committee from time to time determine the maximum number of life, Permanent and Temporary members who should be admitted. If the maximum number so determined has been reached, the Managing Committee shall place any further proposals for membership on a waiting list.

- (c-i) The Hony. Gen. Secretary shall fix in consultation with the President at least one meeting of the Managing Committee every month or as often as is expedient for looking after the affairs of the club effectively.
- (c-u) On requisition addressed to President and signed by at least 50% members of the Managing Committee. The Gen. Secretary or on his/her refusal president shall convene the Meeting of the Managing Committee, and in case the President fails to convene the meeting within 15 days of the requisition letter, then the member may themselves convene the meeting.
- (d) The president shall preside at all the meetings of the Managing Committee and in the events of his absence the Senior Vice President / Vice President or in his absence one of the members present, not office bearer, shall be elected as Chairman of the Meeting.
- (e) The Managing Committee shall be empowered to appoint sub-committee/committees for any particular purpose.
- (f) The president and the Hony. General Secretary shall be Ex-officio members of all the sub-committees.
- (g) At any meeting of the club Managing Committee/sub-Committee the President/Chairman shall have a casting vote.
- (h) The Hony. General Secretary and Treasurer shall be executive officers of the club and shall be custodian of all the records and property/assets of the club.
- (i) Hony. General Secretary shall issue notice of all meetings of the club and shall keep minutes of the proceedings of all the meetings of the Managing Committee duly recorded in the minutes Book meant for the purpose.
- (j) The Treasurer shall arrange to collect all fees and other amounts payable to the club and keep regular accounts as may be required by the Managing Committee from time to time.
- (k) The Managing Committee from time to time may adopt such procedures as they may deem expedient.
- (l) The Managing Committee shall have the powers to spend any amount for the holding functions in the club as they may think fit in their discretion, taking into account the finances of the club.
- (m) The President and Hony. General Secretary can sanction expenditure upto Rs. 5000/- and Rs, 1000/- respectively at a time and the supported bills/vouchers shall be placed before the Managing Committee for their information. Expenses beyond the limits as stated above shall require prior authorisation of the Managing Committee. However in case of emergency the expenditure exceeding Rs. 5000/- and not exceeding Rs. 50000/ can be done jointly by all office bearer and action to be rectified by Managing Committee in an urgent Meeting to be Convened for the purpose.
- (n) For efficient running of the club, the Managing Committee shall appoint, censure, suspend, punish, reduce, remove or dismiss employees of the club and fix their wage remunerations.

- (o) The Managing Committee shall be empowered to defend court case / cases against Managing Committee / Office bearers / members of the Managing Committees / employees of the club.
- (p) The Managing Committee shall be empowered to prohibit particular games on the clubs premises entirely or at any particular games on the clubs premises entirely or at any particular time and lay down rules to be observed and stakes to be played by members or guests playing any game in the club premises.
- (q) The Managing Committee shall be empowered to write off such amounts they may deem expedient in respect of bad debts and otherwise subject to the approval of the General Secretary.
- (r) The Managing Committee shall be empowered to raise funds which may be required for the club from the members or from other sources.

13. ANNUAL GENERAL MEETING :

The Annual General Meetings of the club shall be held within 90 days of the last date of official year for the following purposes

- (a) To consider and adopt annual report and statement of account duly audited for the preceding year.
- (b) To appoint auditors and fix their remunerations.
- (c) To transact any other business on the agenda. No resolution other than those relating to the adoption of report and statement of account shall be moved on the annual General Body Meeting unless a request in writing signed by the member! members to move such resolution has been received by office of the club atleast 7 days before the date fixed for holding annual general meeting.
- (d) At least 21 days clear notice shall be given to member holding annual general meeting. This notice shall be sent to every member on his last known address under certificate of posting or through courier. Besides this the notice and the copy of the report and statement of account shall be displayed on the notice board of the club.
- (e) Non-receipt of such a notice shall not invalidate the proceeding of the meeting.

14. ORDINARY GENERAL MEETING :

The Managing Committee or President may also call an ordinary meeting at any time they may deem fit on giving the members of the club 21 days notice as under procedure for holding annual general meetings. Notices of such meetings shall be sent by Hony. General Secretary.

15. THE SPECIAL GENERAL MEETING :

A special general meeting of the club shall be convened:

- (a) On the requisition addressed to the President and signed by 25% members on the rolls.
- (b) If the President fails to call such meeting within 30 days of the receipt of the requisition, the requisitionist may after notice in writing to the Hony. General Secretary/President, convene the meeting themselves.

16. QUORUM :

At all the meeting of the club 100 or 20% of the members on rolls whichever is less ; shall form a quorum except in case of special general meeting for which quorum will be 300 or 20% of the member whichever is less. At the expiry of 30 minutes from the appointed time for the meeting, if there is no quorum, the meeting if convened on the requisition of the members shall be dissolved and in other case it shall be adjourned to same day, time and place as the members present may determine. No notice of such adjourned meeting shall be given to absentee members, if at such adjourned meeting, there is no quorum, the member present shall have the power to decide upon all matters which could properly have been disposed at the meeting from which the adjournment took place.

17. PROCEEDINGS OF THE MEETING :

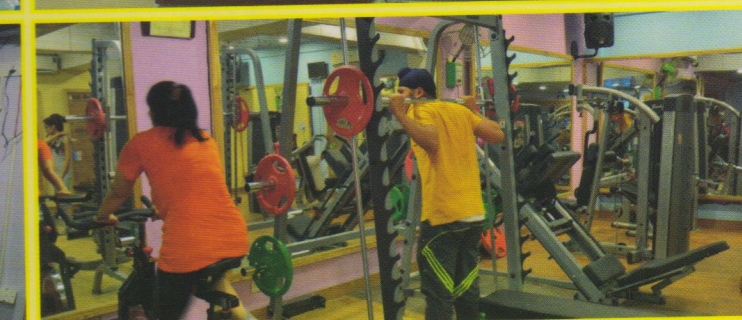
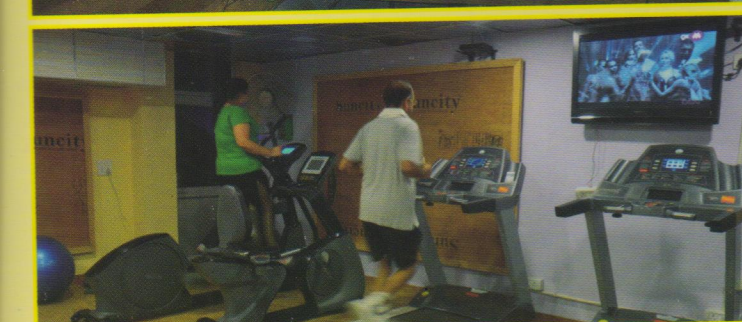
- (a) The proceedings of the ordinary! general and special meeting shall be recorded in the minute book. Signatures of the members attending the general body meeting shall be obtain in a register maintained for the purpose.
- (b) All proceedings at any meeting of the Club shall be seconded and each member present shall be entitled to vote thereon and shall have one vote only. All voting shall be by showing of hand unless the poll is demanded by at least 10% of the members present in the meeting. The voting shall be secret and by ballot and the ballot paper shall be provided to all members present duly signed by the President of the meeting. The President shall appoint two secretaries who shall distributes the ballot papers after the security, count the votes and report the same to President who shall declare the result of the decision in the meeting.
- (c) If any member wishes to raise query or any point he is to inform the management in writing seven days before holding of AGM.

18. AUDIT :

The account of the club shall be examined and certificated as correct by the auditors appointed by the General body in their annual meeting.

19. FUNDS :

- (a) The funds of the club shall be under the control of the Managing Committee. The Hony. Treasurer shall handle the funds under the directions of Managing Committee from time to time.
- (b) The surplus funds may be invested in Govt. Securites provided the decision of the Managing Committee is unanimous on the point.
- (c) All funds of the club shall be deposited in a Nationalised or a reputed scheduled Bank to be decided by the Managing Committee. The account shall be in the name of the Club and the account shall be operated upon by the President. General Secretary (Hony.) and Treasurer Jointly in case President or General Secretary is not available then Sr. Vice President in place of President and Secretary in case of General Secretary will be the authorised signatory.
- (d) The funds of the club shall be utilised in acquiring land and constructing building thereon in the name of the Club for carrying on the activities of the club.





- (e) All the vouchers/bills shall be authenticated by the Hony. General Secretary and Treasurer.
- (f) The Treasurer is empowered to keep Rs. 5,000/- with him to meet the petty expenses, Expenditure exceeding Rs, 5,000/- & upto Rs. 50,000/- can be spent by the office bearers committee subject to approval of the executive committee.

20. ANNUAL LIST OF MANAGING / GOVERNING BODY :

Once in every year a list of the office bearers and members of the Managing / Governing Body shall be filled with the Registrar of Societies, Delhi as required under Sec. 4 of the Societies Regn. Act, of 1860, as applicable to the U.T. of Delhi.

21. LEGAL PROCEEDINGS :

The society may sue or to be sued in the name of the General Secretary (Hony.) as per provisions laid down under sec. 6 of the S. R. Act, of 1860, as applicable to the Union Territory of Delhi.

22. AMENDMENT OF THE RULES :

The aims and objects, Rules & Regulations of the club may be revised altered, modified or annulled whenever it may be deemed expedient and necessary in Annual General Body Meeting / Ordinary General meeting or special general body meeting. The proposal shall be passed provided two third of the members present in the meeting vote for the same as per.sec. 12 and 12 a of the S.R. Act, as extended to the Union Territory of Delhi.

23. DISSOLUTION AND ADJUSTMENT OF AFFAIRS :

If the society need to be dissolved it shall be dissolved as per provisions laid down under section 13 and 14 of the S. R. Act of 1860 as applicable to the Union Territory of Delhi.

24. APPLICATION OF THE ACT :

All the provisions under all the section of the societies Registration Act, of 1860, as applicable to the Union Territory of Delhi, shall apply to this Society.

25. COMMUNICATION :

All communications sent to the members at the last given address shall be deemed to have been delivered.

26. ESSENTIALITY CERTIFICATE :

Certified that this is the correct copy of the Rules and Regulations of the Society.

SEAL OF
Registrar of Society

Sd-
(S K. CHAUDHARY)
President

Sd-
(OM PARKASH)
Hony. General Secretary

Sd-
(VINOD JAIN)
Treasurer