



**CIRCULAR**

**AIDE MEMOIRE : MEMBERSHIP ESSENTIALS**

Every now and then, queries are received from Members or recourse sought, on different facts of their Membership. While there is a general awareness of the various compliances, in the involvement of our day to day changing priorities, certain important ingredients of the Rules & Bylaws of the Club tend to be overlooked, and in certain cases a degree of unsurety also prevails. Enumerated below are the subjects invariably upon which clarifications/assistance is sought.

**1. Payment of Subscription and Credit Bills.**

(a) Subscription Bills are required to be paid in the first month of a Quarter, viz in the months of April, July, October and January, and not at any time during the Quarter. Non compliance of this requirement not only results in administrative charges being levied towards the delayed payment, but may also result ultimately, in your name being posted on the Club's Notice Board for non payment.

(b) Credit Bills are required to be cleared within the next month of the facility having been availed of. Again, the non compliance attracts charges and could result in your name being posted for non payment and withdrawal of the credit facility.

(c) If the concerned Bill – Subscription or Credit – is not received by the tenth day of the relevant month, or for any matter related to Billing do get in touch with Shri Shibaji Ghosh on 03322482894/95 Extn 207.

**2. Absentee Membership.**

(a) Applicable to Member's who for any reason, have to reside elsewhere, outside Kolkata for a period in excess of 90 Days, eg. for education purposes, profession, training, temporary assignment / undertaking etc. The Club provides for taking care of the absence and financial obligations towards the Club by granting of what is referred to as the Absentee Membership.

(b) Absentee Member's are required to pay only 50% of the regular Subscription and the Minimum Usage Charge is not applicable.

(c) Accounting of this period is done on quarterly basis for one, two, three or four Quarters and no Member shall remain on the Absentee List for more than four quarters (12 months) at one stretch. The Quarters are not as per the Calendar or Financial Year.



- (d) On completion of the Absentee tenure, the regular billing is automatically commenced.
- (e) Members who are residing outside Kolkata on a permanent / semi permanent basis and availing of the yearly (four quarter) Absentee Membership Status, are required to pay the full Subscription including the Minimum Usage Charge amount for one quarter on expiry of their Absentee period, subsequent to which, they may again be placed on the Absentee List, on receipt of an application to the effect.
- (f) It may please be noted that:-
- (i) The application for availing of this facility needs to be made in advance, before the quarter in which the Absenteeism is to commence, to be able to avail of the facility.
  - (ii) During the period of your Absentee Status if you happen to visit the Club, the Guest Charge will have to be paid.
  - (iii) Absenteeism can not be in perpetual continuity.

**3. Children's Membership – Conversion to Independent (Associate) Membership.**

- (a) Applicable only for Permanent and Associate Members.
- (b) Children become eligible for the Membership only on attainment of the age of 21 Years.
- (c) The Membership needs to be applied for within six months of the Child attaining the age of 21 Years.
- (d) Please note that :-
- (i) The child being proposed for Membership should be on the Club's Record as a Dependent Member, i.e. being the child of the concerned Member.
  - (ii) The application for the Membership needs to be made by the Primary Member, i.e. the person in whose name the Membership stands, along with two proofs of the date of birth of the child.
- (e) At the time of applying for the Membership, the physical presence of the Child in Kolkata is not a prerequisite.
- (f) Non observance of Subpara (c) renders a child ineligible for the Membership.

**4. Intimation Of Marriage.** Intimation of marriage needs to be provided to the Club's Office, along with the legal proof of the marriage, within six months of the



occurrence. This is a mandatory requirement, the non observance of which has the following effects.

- (a) The spouse cannot become a Member.
- (b) The spouse will be treated as a 'guest' whenever he / she visits the Club.
- (c) A child born of the wedlock will not be accepted as a 'Dependent Member' of the Club.
- (d) All of the above; unless the procedures, as per the Club's Rules, are fulfilled and the marriage is recorded in the Club's Records.

**5. Senior Membership and Voluntary Resignation of Membership.**

(a) **Senior Membership.** Senior Members are required to pay only 50% of the Quarterly or Annual Subscription and the MUC of Rs 750/- per quarter is not applicable for them. To avail of this privilege however, the dual criteria of 65 years of age and 30 years of continuous Membership has to be met.

(b) **Voluntary Resignation.** To qualify for the receipt of Rs 2,00,000/- on voluntarily resigning from the Membership of the Club, the resigning Member should fulfil the dual criteria of 65 Years of Age and 20 Years of Membership. It also needs to be borne in mind that, under this provision, not more than 20 (twenty) resignations can be granted in one calendar year and the resignations granted are as per the wait list maintained in the chronological order of receipt of the application.

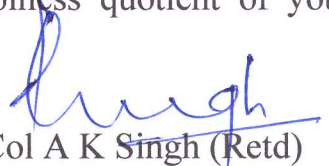
**6. Contacts.** With reference to the foregoing, for any assistance, you should be contacting :-

(a) For matters related to Subscriptions, Billing, Online Payments, Absentee Membership and Senior Membership – Shri Shibaji Ghosh on 03322482894/95 Extn 207 or Shri Shubhrajit Bhattacharya on Extn 239.

(b) For Child Membership, change of Membership status from 'Single' to 'Married', registering of Dependent membership and Voluntary Resignation – Shri Pinaki Bose on 03322482894/95 Extn 205.

The aim of this Aide Memoire is to help you in understanding the dynamics of the requirements and to assist you in further improving upon the happiness quotient of your Membership.

21 April 2022

  
Col A K Singh (Retd)  
Secretary