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PART III

Other Notifications, Orders, etc.

GOVERNMENT OF PAKISTAN

MINISTRY OF INER PROVINCIAL COORDINATION
(Gun & Country Club, Islamabad)

NOTIFICATION

Islamabad, the 17th November, 2023

No. F. 8-7/2023-IPC(S-II).—In exercise of powers conferred under Section 15(2) read with section 6(2)(a)&(b) of the Gun and Country Club Act 2023, the Management Committee of GCC is pleased to make the following Regulations, to regulate the affairs of the Members, Memberships, discipline and other related affairs of the Gun and Country Club, Islamabad.

SHORT TITLE, EXTENT AND COMMENCEMENT

1. **Short title and commencement.**— (1)This instrument shall be called **Gun and Country Club Membership Regulations, 2023.**

(2) These regulations shall apply to all matters, policies and procedures related to Administration & Membership affairs of the Club.

Price: Rs. 40.00

[2155(2023)/Ex.Gaz.]

(3) It shall come into force at once.

2. **Definitions.**—In these regulations, unless there is anything repugnant in the subject or context—

(a) **"Act"** means the Gun and Country Club Act, 2023;

(b) **"Regulations"** means Gun and Country Club Membership Regulations, 2023;

(c) **"Club"** or **"GCC"** means Gun and Country Club, Islamabad setup under the said Act.

(d) **"Patron in Chief"** means the Prime Minister of Islamic Republic of Pakistan;

(e) **"Administrator"** means the Administrator of Gun and Country Club, Islamabad appointed under the Act;

(f) **"Managing Committee (MC)"** means the Managing Committee of the Club formed under the said Act;

(g) **"Discipline Committee (DC)"** means a committee constituted under these regulations to regulate the discipline of Members at the Club and supervise the code of conduct;

(h) **"Secretary"** means Secretary of Gun and Country Club Islamabad;

(i) **"Member(s)"** means all Members of the Gun and Country Club Islamabad, who have been granted Membership in the specified manner;

(j) **"Specified"** means specified by these regulations; and

(k) **"Prescribed"** means prescribed by the Rules of the Club.

NUMBER OF MEMBERS AND MEMBERSHIP CATEGORIES

3. **Number of Members.**— (1) The membership of the club shall not exceed three Thousand (3,000) numbers at any given time in the various categories as mentioned in these Regulations except for categories exempted from interview. However, the Administrator in consultation with MC may make amendment in this regard, if so desired.

(2) Consequently, within the stipulated limit the Administrator may fix the total number of Members to be inducted in any given calendar/financial year, in any class specified in these Regulations. The Administrator may further, if required, specify conditions for relaxation in any class. However, such relaxation shall be an exception and not the rule.

4. **Membership Categories.**—(1) The Club shall consist of the following categories of Membership:

(a) Honorary Membership (President & Prime Minister of Pakistan)
(b) Ex-Officio
(c) Service Membership
(d) Semi Government Membership
(e) Diplomat Membership
(f) Foreigners Membership
(g) Corporate (Entity) Membership
(h) Gratis
(i) Private Membership
(j) Any other membership category which the Administrator may specify from time to time.

(2) In addition to the above, the Club may grant limited Playing/Usage Rights as under and/or as specified from time to time:—

(a) Health Studio
(b) Lawn Tennis
(c) Sand Volley Ball
(d) Any other facility which Administrator may specify from time to time.

GENERAL ELIGIBILITY FOR MEMBERSHIP

5. **General Eligibility for Membership.**—(1) Any resident of Rawalpindi/ Islamabad or posted in Islamabad, of not less than eighteen (18) years of age shall be eligible for membership, with the established good reputation.

(2) A Candidate desiring to become a Member of the Club in any of the classes mentioned in these Regulations shall fulfill the detailed eligibility criteria for each class specified under these Regulations.

(3) However, any applicant fulfilling general and specified eligibility criteria shall not be deemed to be entitled to grant of Membership. Membership to any class shall be granted in accordance with the procedure specified in these regulations and shall be the sole prerogative of the Club. Due to exceedingly limited slots, the Club reserves the right to refuse any application for membership without assigning any reason. The applicant has no claim or rights what so ever in this regard.

ELIGIBILITY CRITERIA FOR VARIOUS CLASSES OF MEMBERSHIP

6. **Honorary Membership.**—The Prime Minister of Islamic Republic of Pakistan being Patron of the Club and the President Islamic Republic of Pakistan shall be the honorary Members of the Club during the tenure of their offices, if not already members of the Club in their personal capacity.

7. **Ex- Officio Service Membership.**—Following shall by eligible to grant of Service Membership by virtue of their constitutional office:—

(a) Chief Justice and Judges of the Honorable Supreme Court of Pakistan

(b) Chief Justice and Judges of the Honorable Islamabad High Court

(c) Speaker National Assembly of Pakistan

(d) Chairman Senate of Pakistan

(e) Any other Government Officer, as deemed appropriate by the Administrator.

8. **Service Membership.**—(1) Serving officers of Federal Government/Civil Servants of BPS – 17 and above, posted at Islamabad and eligible to, in service pension from the Federal Government Exchequer (AGPR) on retirement.

(2) Serving commissioned officers of any of the Defence forces (Army, Navy or Air Force) equivalent to BPS 17 or above, posted at Islamabad and eligible to Service pension from MAG/CMAOP on retirement.

(3) Retired officers, mentioned in 8(1) & (2), residing in Islamabad.

9. **Semi Government Membership.**—Serving officers of Federal **Government** Commissions/Authorities/Autonomous Departments/Companies of the federal government.

10. **Diplomat Membership.**—All Diplomats and other expatriates who have been issued Diplomatic card by the Pakistan Foreign Office and are stationed at Islamabad; subject to acceptance of specified terms and conditions.

11. **Foreigners Membership.**—Expatriate gentlemen/ladies working in different organizations and of requisite social status. Membership is valid for two years and can be extended for additional two terms at the most. The membership will not be renewed after completion of six years as club member. Entrance fee for the third two years term will be double the entrance fee prevalent at that time for foreigner members.

12. **Corporate (Entity) Membership.**—Corporate entities may apply for corporate membership of the Club. Suitability of a corporate entity to qualify as a corporate member shall be determined by the Administrator. To qualify specified membership fees, mutually agreed terms and conditions which may vary case to case shall be applicable, with the approval of administrator.

13. **Private Membership.**—All persons not falling in the membership categories specified in Section 4 (a-h) shall be eligible to apply for private Membership provided they fulfill the following criteria:—

(a) Person is above the age of 18 years

(b) Person is employed on permanent basis at Islamabad or is engaged in a profession for at least 5 years at Islamabad, or have a permanent residence in Islamabad and/or

(c) Any other terms & conditions specified from time to time.

14. **Gratis Membership.**—(1) The Gratis membership shall be granted by the administrator after due consideration/deliberation. Once issued, this membership is irrevocable by any successor administrator or by any authority.

(2) The membership will be issued without taking any membership fee and any monthly subscription fee.

(3) Any other concessions, specified from time to time.

15. **Playing/Usage Rights.**—(1) **Health Studio Usage Rights:** Persons interested in availing the facility of Health Studio alone, may apply to the Club. Duration of the Usage Rights is minimum of one year extendable on yearly basis subject to approval. The Administrator may stipulate terms and conditions for limited use of Health Studio, upon consideration of the application.

(2) **Lawn Tennis Playing Rights:** Persons interested in availing the facility of Lawn Tennis alone, may apply to the Club. Duration of Lawn Tennis Playing Rights is minimum of one year extendable on yearly basis subject to approval. The Administrator may stipulate terms and conditions for limited use of the facility upon consideration of the application.

(3) **Sand Volley Ball Playing Rights:** Persons interested in availing the facility of Sand Volley Ball alone, may apply to the Club. Duration of Sand Volley Ball Playing Rights is minimum of one year extendable on yearly basis subject to approval. The Administrator may stipulate terms and conditions for limited use of the facility upon consideration of the application.

16. Any applicant, rejected earlier for Club membership, shall not be granted playing rights of any facility.

MEMBERSHIP PROCEDURE

17. **Membership Procedure.**—Membership of the Club shall be granted through interview to be conducted by a Management Committee and/or by the Administrator under the provisions of these Regulations.

18. **Application Procedure.**—(1) Every eligible person desirous to become a **Member** of the Club shall write an Application addressed to the Secretary or the Administrator for issuance of the Membership form. The Application along with CNIC and other requisites (if any) shall be submitted at the office of Secretary, Gun and Country Club Islamabad. The Membership form shall be issued only upon approval of the Administrator (except where specified otherwise), on payment of specified form fee (non-refundable), as may be notified from time to time. Only successful applicants shall be informed to collect their membership form, on payment of requisite fee. Issuance of membership form is neither guaranteed nor considered as vested right of the applicant. Due to very limited membership slots, the Administrator may refuse issuance of membership form without assigning any reason.

(2) In case the application for issuance of form is not approved by the Administrator, fresh application shall not be forwarded again to the Administrator earlier than a year except when allowed by the Administrator. The Club, however, shall not be liable to keep record of unapproved applications, for more than 90 days.

(3) Every Candidate for Membership shall be proposed by one Member and seconded by another Member of the Club in writing on the Membership form. However, MC member(s), during their tenure, may not propose/ second any applicant.

(4) No Member can propose or second more than two (2) Candidates in a calendar year.

(5) Only those Members who have more than five (05) years of Membership of the Club and are based in Islamabad or Rawalpindi are eligible to propose and /or second a new Candidate subject to clean record of payment and behavioral conduct. The administrator may reject any proposer on the basis of misconduct/ blemished record of payment.

(6) In case of Candidates for Diplomat and Foreigner Membership, certificate or a letter of sponsorship from their respective Embassy, High Commission, Diplomatic Mission or concerned organization, as the case may be, shall be provided. However, in case an applicant is unable to provide acceptance of liability certificate from their Embassy or Organization may obtain consent/signature of permanent member(s) of the Club as proposer and/or Seconder in the provided columns. Nevertheless, the requirement of more than five years membership shall not be mandatory in such cases. Condition of proposer and seconder is also not applicable for the corporate membership nominees, their membership will be governed under the terms of MOU between the Club and their respective organization.

19. **Procedure for Exemption from Interview.**—(1) Holders of constitutional offices and others, as specified below may be exempted from interview if deemed appropriate:

(a) Honorary Membership i.e. President and Prime Minister of Pakistan

(b) Chief Justice & Judges of Supreme Court of Pakistan and Islamabad High Court

(c) Diplomats

(d) Services Chiefs & three Star Generals of Pakistan Army and Officers of equivalent rank from other forces i.e. PAF, Pakistan Navy and Police Service of Pakistan

(e) Service membership applicants i.e., BS-21 & above

(f) Nominees of existing Corporate members (under MoU)

(g) Chairman CDA, Islamabad

(h) Chief Commissioner Islamabad

(i) Inspector General (IG) of Police Islamabad

(j) Any Other Officer, as deemed appropriate by the Administrator.

(2) Exemption from interview is a courtesy and not a matter of right. Secretary may issue membership form to the membership applicants including Diplomats, foreigner membership, Corporate and applicant of Health Studio/Lawn Tennis/Sand Volley Ball, however membership forms for all other categories will be issued with the approval of the Administrator.

20. **Validity of Membership Form.**—(1) Membership form approved by the Administrator, but not collected by the applicant, will remain valid for one year from the date of its approval and shall be invalid after expiry of the stipulated period. New approval will be required in such case.

(2) Membership form shall be valid for submission within ninety (90) days or as specified from time to time, from the date of issuance, subject to any major change in the form.

(3) Where membership form was issued, but reported as lost or not submitted within stipulated period of 90 days or as specified from time to time from the date of issuance, may be re-issued on payment of applicable form fee, subject to re-validation by the Club Secretary on the request of the applicant in writing.

21. **Register of Candidates:**—(1) Names and relevant particulars of all Candidates who have submitted membership forms after fulfilling the specified procedure, shall be entered in the electronic database of candidates (waiting list) to be maintained at the Secretary Office. The database should be maintained in the chronological order (in accordance with the date of submission of membership form along with the requisite form fee) in each of the category of Membership and called for membership interviews accordingly, unless otherwise directed by the Administrator.

(2) The MC meetings may be convened as and when decided by the Administrator. The applicants on the waiting list shall have no right to object over the waiting period or any other Club policy/SOP in this regard. However, the applicants may opt to withdraw their application. In this case, the amount submitted as prescribed form issuance fee will not be refundable.

(3) Upon submission of formal membership form after fulfillment of codal formalities, the applicant shall be liable and governed by the rules, regulations, policies and SOPs of the Club. In case of failure to accept or abide by the Club rules, regulations, policies and SOPs, their membership candidature can be cancelled by the Club. Such applicants shall have no right to involve any other jurisdiction in this regard.

(4) The membership is privilege and not a right in any case.

(5) The applicant/member at any stage, not have right to go to court against any decision of the club.

22. **Interviews for Membership.**—(1) The MC shall be responsible for conducting the interviews for Membership.

(2) The MC shall conduct interviews of the eligible Candidates accompanied by their spouse(s). The MC shall interview the Candidate keeping in mind the social conduct of the existing members of the Club and the Candidate's assimilation to the Club family.

(3) The Club Administration, being key observant of applicant's demeanor during the period of form submission till call for interview, may also report their observations regarding conduct and behavior of an applicant for consideration of the Committee. The MC shall also factor in, amongst other considerations, the cordial, cooperative and family attitude of the applicant towards members and staff of the Club.

(4) Interview of Candidates shall be decided by the Committee shall be on majority vote. All proceedings of the MC shall not be asked for reasons for rejection of membership except for any substantial procedural error in the process.

(5) All the proceedings of MC will subsequently be placed before the Administrator for approval.

(6) In case of non-availability of the proposer as well seconder, the Candidate shall be deferred. A deferred Candidate shall not be considered as a Rejected Candidate.

(7) A Candidate, after deferred by the MC may be brought forward again for interview by his/her proposer, in writing, after a period of not less than three months from the date of deferment.

(8) A Candidate who has either been deferred twice or has not earn approval in the first interview shall stand rejected.

(9) The rejected applicant(s), is eligible to apply afresh after lapse of two (2) years from the date of rejection. The applicant(s) must mention clearly regarding his/her previous rejection(s) of the membership of the Club. Any concealment of facts in this regard may lead to lifetime disqualification/black listing of such applicant(s). The same shall apply in case of membership application by spouse of a rejected applicant.

(10) Further to the applicants under exemption from interview, the Administrator may, in exceptional cases, exempt a Candidate in any Category, as deemed fit, from attending a meeting of the MC or condone the waiting period, and approve their requests for Membership of the Club.

23. **Club Membership for Approved Applicants.**—(1) Applicants approved in permanent membership categories, shall initially, be granted temporary membership for a period of one (1) year. After completion of one year, their membership would either be automatically converted into permanent membership, or terminated in case of non-fulfillment of these conditions:—

(a) Clean track record of member's Billing history

(b) Satisfactory conduct in accordance with Club rules & regulations

(2) The Secretary may forward a summary regarding any such terminations, for formal approval of the Administrator. Paid entrance fee shall not be refunded in cases where membership is terminated failing to fulfill the criterion mentioned above.

(3) The Administrator, may on deposit of default/remaining amount allow conversion to permanent membership. However, such deposited amount shall be treated as penalty and not the credit to member's account.

(4) If the Candidate has been duly approved, the approval shall be notified to him or her by the Secretary. The approved Candidate shall be informed about the codal formalities in this regard.

(5) Upon fulfillment of codal formalities, the successful Candidate shall become a Member of the Club and the Membership thereafter shall be governed by the rules, regulations, policies and SOPs of the Club. In case of failure to accept or abide by the Club rules, regulations, policies and SOPs, their membership can be withdrawn/terminated by the Club. Such members shall have no right to involve any other jurisdiction in this case.

24. **Reconsideration for Non-Approved Applicants.**—(1) Non-approved Applicants, aggrieved of any procedural error in the conduct of interview, may apply for a reconsideration of the same, within 30 days from the date of notification of such decision, through an application in writing to the Administrator through the Secretary. The Application shall clearly state the procedural error and grounds for reconsideration. The Administrator may, if deems fit, grant a personal hearing while reviewing the procedural error. The Administrator may, within 30 days from the receipt of such application decide the matter by rejecting the review application or overturning the decision of the MC and allowing another opportunity of interview or approve candidature for membership on Administrator's discretion.

(2) In case no further action is directed on the review within the specified period the decision shall be considered as valid and the review shall be deemed as void. The decision of the Administrator shall be final.

(3) Beyond the prescribed period, neither incumbent nor successor Administrator shall decide against the original decision.

MEMBERSHIP AFFAIRS

25. **Fees.**—(1) The Administrator on his own or on recommendations of the Managing Committee shall notify the following fees from time to time:

(a) Membership Form Fee;

(b) Entrance Fee for different categories of Membership;

(c) Monthly subscription fee;

(d) Duplicate Card fee;

(e) any other fee or charges

(2) The Membership Form Fee shall be non-refundable and as notified from time to time.

(3) On approval of MC as well as administrator, the secretary should inform the Candidate for approval of Membership in the respective category and ask the candidate to deposit his membership fee. Once the successful candidate deposits the full entrance fee, they shall be issued a membership card and provided /referred to the E-copy of membership regulations (on Club's website). Membership thereafter shall be governed by the rules, regulations, policies and SOPs of the Club. Entrance fee once paid shall be non-refundable for all categories of memberships after grant of membership.

(4) Children of members may apply for their independent membership upon completing the age of 25 years, (i.e. from the date of issuance of membership form), will be given concession in entrance fee, as prescribed; subject to following conditions and restrictions or as decided from time to time:

(a) Children of those members who have more than five (05) years of Club membership.

These conditions/ restrictions or as decided from time to time, shall be mandatory to qualify for concession. Default of anyone of the above shall disqualify the applicant for concession.

(5) In cases where membership form of a member's child was submitted but the member(s) passes away before the child is invited for an interview, the applicant will continue to be eligible for concession on entrance fee as applicable to members children.

(6) If the candidate fails to deposit entrance fee within thirty (30) days, the same shall be deemed as abandonment of the membership.

(7) The Secretary may accept delayed payment of the Entrance Fee, upon written application by the Candidate within six months from the date of interview of Membership, provided the delay has been explained satisfactorily. In case the entrance fee is revised during this period, applicant(s) shall be liable to pay the revised entrance fee.

(8) A Candidate having secured approval and offered Membership, fails to accept the Membership after lapse of six months from the date of interview, shall be deemed to have refused the Membership. The Secretary shall upon expiry of six months, through notice, inform the Candidate that the Membership has been withdrawn. The Administrator may, upon an application in writing by the Candidate explaining reasons of delay, condone the delay and allow the Candidate to accept the Membership upon payment of Entrance Fee within the directed timeframe. However, if the entrance fee is revised during this period, applicants shall be liable to pay the revised entrance fee.

26. **FAMILIES OF MEMBERS.**—(1) Family members of an approved member will automatically become "Family" members of the Club and will be allowed to use the Club facilities.

(2) The term "Family" will include:

(a) Spouse

(b) Daughters and sons up to the age of 25 years provided they are unmarried and non-earning individuals.

(c) In special circumstances, any other case for inclusion of family will be decided by the Administrator, whose decision shall be final.

27. **TRANSFER OF MEMBERSHIP.**—(1) Membership can be transferred in the name of the spouse only in the case of member's death subject to fulfillment of pre-requisites. If the spouse is not interested, it shall stand cancelled/ ceased.

(2) Membership shall only be transferred to the wife of deceased member who were enrolled in Club records by the member himself during his life and was issued Club Card, on the demise of the said member. No other such claims shall be entertained in this regard.

(3) Membership shall only be transferred by personal appearance of the applicant.

(4) Transfer of membership can be processed within twelve (12) months from the date of death of the member. After expiry of stipulated period no such claim may be entertained.

28. **CLUB MEMBERSHIP NUMBER.**—(1) Members are required to write their membership numbers on all correspondence and cheques/bank drafts sent to the Club for identification of their payments and proper recording. In case of online payment/funds transfer, members are required to inform the Club's Billing Desk through email, phone or any other available mode of communication regarding any such transaction, in order to update their billing status. Online Payment shall be accounted for only after receipt of the intimation by the member or after settlement by the clearing Bank.

(2) Membership number of a member denotes to record file of a specific member and hence shall neither allotted to a new member nor transferred to any existing member including any family member in any circumstances.

29. **MONTHLY SUBSCRIPTION AND DUES.—**

(1) **Rates:**

(a) Rates of the monthly subscription and other dues will be fixed by the Administrator on recommendation of Secretary from time to time.

(b) Any relaxation/concession in monthly subscription, or any part of it i.e. basic, sports or any other fee etc. based on the age factor, or otherwise, shall be granted by the administrator, as specified.

(2) **Other Discounts/Exemptions:**

Former Administrators/secretaries shall be eligible for exemption of mandatory monthly subscription however; the facility shall cease to exist in case of death of the member (ex-Administrator) and transfer of membership to their spouse.

(3) **Monthly Billing:**

(i) In the first week of each month, all members of the Club will be sent an e-bill for the previous month containing monthly Club subscription, other dues and expenses incurred by the member. The bill must be paid by the end of the month, failing which, late fee at the rate of 2.5% per month on outstanding balance will be charged.

(ii) In case the bill is not received by any member by 15th day of the month, the member must obtain a duplicate copy of the bill. Payment of Club dues shall be the sole responsibility of the member and must be made by end of the month/specified date. Club shall not be responsible for late fee so charged or stoppage of facility, suspension, and termination of membership due to non-payment of bills for any reason.

(4) **Non-Payment – Posting of Defaulters:**

In the event of any member failing to pay the bill within the specified period from the date of its issue, shall be reminded of the outstanding dues after 02 months. A second reminder will be sent after another thirty (30) days. Any member failing to pay within given time in the second notice may deprive of the privileges of the Club, by stoppage of membership facilities, until the outstanding dues are paid. In the event member fails to pay within one more month, the membership shall be suspended from the list of members till clearance of dues. The Club shall reserve the right to recover the outstanding dues through member's proposer/seconder and through other legal means.

(5) **Conditions of re-instatement:**

(a) A member whose membership has been suspended due to non-payment may, in writing, apply for reinstatement of his/her membership. Secretary, if satisfied with the explanation(s) submitted by the member, may consider reinstatement subject to settlement of their full & final outstanding dues. Any partial payment shall not be acceptable for restoration of such membership. The outstanding dues are to be calculated as under:

(i) Monthly subscriptions since the date of suspension of membership till the date of activation, plus;

(ii) Late fee to be calculated on the monthly outstanding balance since the date of suspension

(b) Maximum period for suspension/reinstatement is one year from the date of effective suspension. After this period the membership shall be treated as terminated. Such membership shall not be restored in any circumstances. The former member may however, apply afresh as per prevalent procedure and applicable rules and regulations of the Club.

(c) Administrator, on extreme compassionate grounds, to be recorded in writing, may waive off up to 50% of the late fee so charged for reinstatement.

(6) Liability of Proposer & Seconder:

(a) Proposers and Seconders of Members and the Heads of sponsoring Missions, organizations in respect of Diplomat, foreigner and Corporate Members shall be, individually and severally, liable to pay any outstanding dues of a member proposed/seconded or guaranteed by them in case of default in payments by the members.

(b) Liability of Proposer/seconder, shall lapse in case the membership is transferred to spouse on demise of the principal member. In such case(s) the spouse member has to arrange new proposer and seconder or get re-validation from the same, in writing to get the membership transferred to their name.

(c) In the instance where Club dues are not recoverable from defaulting member after due recovery process and both proposer/ seconders are also not available due to termination/ cancellation etc. of their membership for any reason, such irrecoverable dues shall be considered as "bad debts" in the books of accounts. However, in all such cases Club still reserves the right to recover the dues.

(7) **Fixation of Credit ceiling/Usage on Cash payment only:**

The Administrator may at its discretion, fix a maximum credit ceiling for members in general or specifically and/or allow usage of facilitates on credit/debit card payment only, from time to time. Membership facilities may be stopped once the amount of bill crosses the specified amount. On payment of pending charges, membership facility will be automatically reinstated. Payment through cheque shall be accounted for only after encashment of cheque by the clearing Bank. In case of cheque return due to any reason the specified late fee shall be charged and facilities may be stopped/ suspended, as the case may be. However, in case of frequent cheque return due to 'insufficient funds' the Club may initiate disciplinary or legal action, as the case may be.

30. **SUSPENSION/TERMINATION OF MEMBERSHIP.**—(1) It is the responsibility of the principal member, their spouse and family, as the case may be, to inform the Club regarding change in marital & earning status of the family card holders, death of a member and transfer of membership within the specified period. Membership may, at any time be suspended or terminated for misconduct including such concealment, tainted payment record or non-compliance with the Club Rules and Regulations.

(2) In case any of the following, the membership shall be treated as Terminated/Closed and cannot be considered for restoration in any circumstances:

(a) Membership shall be treated as Terminated on non-payment of dues or absent/unknown status for a period of six (6) months and above. Any outstanding dues in such cases shall be treated as bad debt in the books.

(b) Membership shall be considered as Closed if a member opts to permanently cease or close membership by informing the Club Secretary in writing.

(c) Termination by the Administrator/Managing Committee on disciplinary grounds i.e. misconduct (where specified), concealment or misinformation etc. by the member.

CLUB COMMITTEES & MANAGEMENT

31. **Managing Committee.**—(1) There shall be a Managing Committee of the Club to assist and advise the Administrator, as provided in the Club Act and Rules.

(a) On directives of the Administrator, the Secretary of Managing Committee shall call a meeting of the Managing Committee, for the dispatch of current business.

(b) All decisions shall be taken on the basis of the majority, of the present members.

(c) In absence of the Administrator, any member authorized and nominated by the Administrator shall act as Chairman of the Committee. Quorum of the Managing Committee shall be a minimum of three (3).

(d) No Management Committee meeting can be conducted in the absence of the Administrator, except getting written permission or in extra ordinary circumstances. (i.e the administrator is not nominated/available for a period of more than 03 months)

(e) In the case of 31(1)(d) the Secretary of the Club will convene the meeting of Management Committee and decisions taken in this meeting must be endorsed by the next administrator within 90 days of his/her charge, otherwise will be deemed void.

(f) However, decision regarding membership, approval of capital expenditure and initiation of any new project shall not be permissible in absence of the Managing Committee.

(g) Members of the MC, attending the meeting will be paid a fixed fee per meeting, with the approval of Administrator.

32. **Functional Committees.**—The Administrator may assign any member of the MC to advise and assist on specific area of Club operations as

'Functional Member'. Such Functional Member/Convener may, if deemed particularly necessary and appropriate, form a Sub-Committee, comprised of not more than three members. However, only Functional member and not the Sub-Committee, shall be focal point for communication with MC and the Club administration. The Functional Member(s)/sub-committee(s) shall have no executive function except an advisory role.

33. **Formation & Mandate of the Functional Members/Sub-Committees.**—(1) Functional Member(s)/Sub-Committee(s) can be formed regarding:—

(a) Finance & Audit;
(b) Projects and Asset management;
(c) Food;
(d) Discipline;
(e) Entertainment;
(f) Horticulture (Garden);
(g) Library;
(h) Sports;
(i) Technical committee of shooting;
(j) Any other.

(2) Each Functional Member/Convener, may operate as a Sub-Committee, or where deemed particularly necessary and appropriate, nominate maximum 2 principal/spouse members of the Club as members of their Sub-Committee(s) for approval of the Administrator except for Discipline Committee and Sports Sub-Committee; which have special formation as specified. Upon approval, the Sub-Committee shall be notified by the Club.

(3) Each Functional Member shall have a specific mandate as under:

(a) To plan and suggest improvement proposals regarding their concerned area(s) in line with the approved Club budget for consideration of the MC/Administrator.

(b) Plan and propose events and prepare events calendar (where applicable).

(c) To ensure discipline, harmony and strict observance of Club Rules & Regulations for overall smooth running of the facility with the help of relevant Department Head.

34. **Formation & Mandate of the Sports Committee / Sports Representatives (Reps).**—(1) Sports Sub-Committee shall comprise of one member from each Sport as its representative (Rep), nominated by the Functional Member/Convener Sports and approved by the Administrator. Upon approval of the Administrator, the Sub-Committee consisting of all Sports representatives shall be notified by the Club. The Representative (Reps) shall have no executive function except an advisory role.

(2) Each Representative shall have a specific mandate as under:

(a) To plan and suggest improvement proposals (if any) regarding their concerned area(s) in line with the approved Club budget for consideration of the management/Convener Sports.

(b) Plan and propose events and prepare events calendar (where applicable).

(c) To ensure discipline, harmony and strict observance of Club Rules & Regulations for overall smooth running of the facility with the help of relevant Department Head. Representative may, where deemed necessary, forward their recommendations to Secretary for suspension of any member(s) on disciplinary matter.

(3) Discipline Committee being the most sensitive one shall be represented by a member of the Managing Committee as its Convener and notified with due approval of the Administrator except for special circumstances where no Administrator/MC is in existence for any reason.

(4) Members(s) having unclean record of financial and behavioral conduct shall not be eligible to become part of any Committee.

35. **Procedure regarding Sub-Committee meetings, minutes and process on actionable points.**—(1) Meeting of the Sub-Committees, when considered necessary, can be convened through Secretary Office, maximum once in a quarter or as deemed necessary under exceptional circumstances. Club shall not provide any refreshment/food during the Sub-Committee meetings. Any such expense, if occurred, shall be paid by the concerned Convener.

(2) Any proposal of the Committee may be forwarded to the Secretary and actionable points will be pursued by the Club. Depending upon nature of the issues, due approvals shall be obtained as categorized under clause 5, below.

(3) All recommendations of the Advisory Members/Committee(s) through shall be considered as "Suggestions/Proposals" unless specifically approved by the Administrator/Managing Committee for implementation.

(4) Final approval of the suggestions/proposals shall rest with the competent authority(s); Club Secretary and Administrator; depending on nature of matter and as per policy as under:

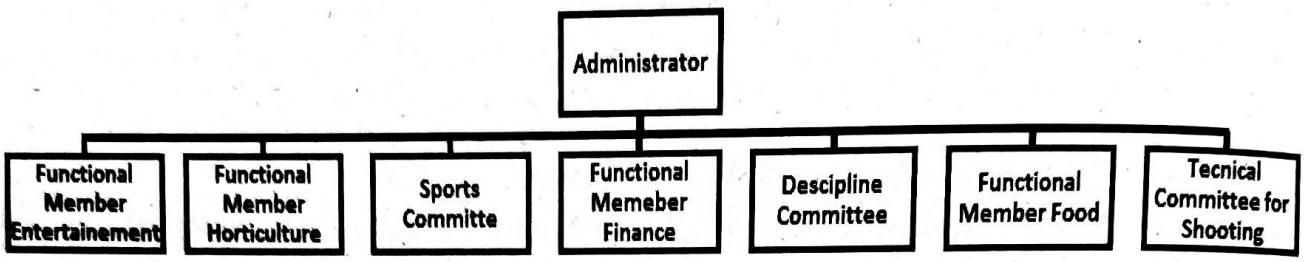
(a) Suggestions/proposals/SOPs with minor financial implications or procedural changes would be executed with the approval of the Club Secretary.

(b) While all other major matters will be forwarded to Administrator for approval through a proposal note.

(c) Report/finding/recommendations of the Special Committee(s) shall be presented to the competent forum i.e. Secretary, Managing Committee and/or Administrator, as the case may be, for a decision.

36. **Administrative affairs of the Club.**—The administrative matters do not fall under the domain of any member, rep and committee and shall be addressed by the Club management in accordance with the Club Regulations or any other instrument, as the case may be. Moreover, the management shall not be liable to execute any verbal instructions from any rep, member, advisory member/forum, including the Managing Committee.

37. **Chart regarding Club Committees structure is as under:**



38. **Secretary.**—(1) The duties of the Secretary shall be specified, generally and/or specifically, under the regulations and/or by the Administrator in line with Section 6(3) of the Act.

39. **Accounts.—**

(a) The accounts of the Club shall be audited annually by the Auditor General of Pakistan (AGP), in line with Section 10 of the Gun and Country Club Act, 2023

(b) The accounts of the Club may also be audited by a Chartered Accountant or a firm of Chartered Accountants, if decided by the Administrator, GCC as and when need arises. The audit report shall be presented to the Administrator for approval.

40. **Complaints regarding Club arrangements or Employees.**—(1) Any Member having a cause of complaint against the Club's arrangements, members or against any employee of the Club should bring in to the notice of the Club Secretary in writing. No complaint may be entertained, unless it is communicated in writing to the Secretary.

(2) Should any family member wish to make a complaint or suggestion or address any correspondence to the Secretary, he/she must do so through the principal member of the Club.

(3) No member, guest or employee of the Club shall be struck, abused or in any way harassed by any member.

DISCIPLINE OF THE CLUB MEMBERS

41. **Misconduct.**—(1) Misconduct means conduct prejudicial to good order or discipline or contrary to the conduct specified in these Regulations or in this Part or unbecoming of a member and includes any act on the part of a member to bring or attempt to bring bad repute to the Club, political or other outside influence directly or indirectly to bear on the Club Administration and may have committed any one or more of the acts listed below;

(a) Is engaged in threatening acts or violence, including but not limited to:

  (a) Threatening, intimidating, fighting or assaulting a member, staff, or visitor.
  (b) Using inappropriate and abusive language.
  (c) Refusing to present membership card.
  (d) Engaging in any subversive activity.

(b) Engaging in any form of sexual or other harassment and gender discrimination.

(c) Misusing Club's communications systems, including electronic mail, computers, Internet access, and telephones.

(d) Falsifying or altering the Club's record or report(s).

(e) Visiting the Club under the influence of alcohol, illegal drugs, or narcotics or using, selling, dispensing, or possessing alcohol, illegal drugs, or narcotics in the Club premises.

(f) Stealing, destroying, defacing, or misusing the Club property or belonging of any another member or employee or guest.

(g) Defying Club management's instructions or inciting others to do so.

(h) Having improper attire or having an inappropriate personal appearance.

(i) Any willful or gross violation or breach or infringement of any Club Rule & Regulations, Office Order, or Notice, policy,

SOP, instruction.

(j) Causing annoyance to any other member or indulging in any conduct which has caused or may cause disrepute to the Club, or the conduct of any member is otherwise detrimental to the repute of the Club, or is unbecoming a gentleman.

(k) Uncalled litigation

(l) Proposing or seconding more than 02 membership applicants in a calendar year.

(m) Any other act deemed or declared to be misconduct by rules, regulations of the Club or laws of the country.

42. **Gross misconduct.**—(1) The following actions may cause immediate termination of membership with or without the inquiry process; these actions include but not limited to;

(a) Use the name of Club for personal gains.

(b) Financial embezzlement.

(c) Getting physical or abusing verbally towards any member, guest or duty staff for whatsoever reason.

(d) Defame the Club by any way. Any matter, being internal affair of the club, which may cause insolence, disgrace or dishonor to the Club must be reported to Secretary for suitable action under the rules, regulations and policy of the Club. Disrepute of the Club, by anyway, through print, electronic or social media or any other mean, shall be considered as gross misconduct and if proven guilty may lead to termination of membership.

(e) Member found to have criminal record or conviction by any court of law.

(f) Any other offence of serious nature defined by the Secretary/Discipline Committee as gross misconduct.

43. **Penalty.**—(1) The following are the minor and major penalties, namely—

(a) Minor Penalties:

(i) Warning (in writing)

(ii) Fine (up to any limit as decided by the Secretary/Discipline Committee)

(iii) Suspension; till further notice, for a specific period or till conclusion of the under-review matter in accordance with the rules and regulations of the club.

(b) Major Penalties:

(i) Termination of Club Membership

(ii) Any kind of Gross misconduct may lead to Termination from Club membership and also disqualify the member and their spouse for restoration or for future consideration to apply afresh for Club membership.

44. **Discipline Committee (DC).**—(1) There shall be a committee to be constituted by the Administrator to regulate the discipline and conduct of the Members at the Club, called Discipline Committee. However, the Secretary, in the absence of the Administrator/MC may act as Discipline Committee or form an interim Special Discipline Committee if required, for disposal of current disciplinary issues.

(2) All matters pertaining to and arising out of the Club Policy, code of conduct, and Members' misconduct shall be dealt with by the Discipline Committee.

(3) The Secretary/Discipline Committee shall have the power to perform such functions as may be required and/or stated by the Administrator in the Terms of Reference constituting the Discipline Committee.

(4) Upon receiving the complaint in writing, the Club Secretariat will maintain the complaint file for record. On receipt of any complaint against a Member, or his family member, or guest, of willful or gross violation or breach or infringement of any Club Rule & Regulations, Office Order, or Notice, policy, SOP, instruction or causing annoyance to any other member or indulging in any

conduct which has caused or may cause disrepute to the Club, or the conduct of any member is otherwise detrimental to the repute of the Club, or is unbecoming a gentleman, the Secretary of the Club shall take immediate notice and considering nature of the complaint and its gravity, shall either warn the member in writing, initiate preliminary findings by obtaining comments of the accused member through letter or show-cause notice within specified time, take necessary disciplinary action as deemed necessary including suspension and/or bring the matter to the notice of DC/Competent Authority, as the case may be.

(5) The Discipline Committee may act upon a complaint against the accused Member by an aggrieved Member of the Club, Staff or an Officer of the Club, through Club Secretary.

(6) The Complaint must be in writing, addressed to the Secretary, and supported by all accompanying evidence or witness statement(s), if any, at the time of lodging the complaint. In case of verbal complaint, the Club management shall not be liable to execute any action.

(7) The Discipline Committee may conduct a preliminary inquiry into the contents of the complaint, and if it is satisfied that a case for misconduct has been made out, it shall proceed to issue a Show Cause Notice (SCN) to the accused Member.

(8) The accused Member shall submit a written reply to the SCN within the time provided for reply in the SCN. The written reply shall be accompanied by all the supporting evidence and witness statement(s), if any. If the accused Member desires to be heard in person, the same shall make a request along with the written reply. However, it will be the decision of the Discipline Committee whether to give personal appearance or proceed on the basis of material available before the same.

(9) If deemed necessary the Discipline Committee may call the accused Member and/or the complainant for personal hearing, the Secretary shall inform of the date and time when they will be heard by him or Discipline Committee, as the case may be. In-case member do not appear for personal hearing, it will be assumed that he/she has no defense to offer in the matter and the same may be dealt ex-parte.

(10) On the date of hearing fixed by the Discipline Committee, the accused Member, along with witnesses, and the complainant along with the witnesses shall be present at the venue. The Discipline Committee shall conduct an informal hearing, given opportunity to all the parties to present their version.

The Discipline Committee may further put questions and inquire into the disputed issues to clarify the factual position. The Discipline Committee shall conclude the hearing process at the shortest possible time and announce the decision to conclude the issue as per Rules and Regulations of the Club. The decision of the Discipline Committee shall be in writing and signed by the Discipline Committee.

(11) The Discipline Committee in its decision may:

(a) Dismiss the complaint;

(b) Direct further inquiry;

(c) Suspend membership for a specified period of not more than 90 days

(d) Take any necessary action i.e. censure, fine or any other deemed suitable.

(e) Make recommendations to the Administrator for necessary action (including termination and expulsion of Member if the circumstances and facts so justify)

(12) In the event, Discipline Committee has recommended to the Administrator to take further and necessary action, the Administrator shall communicate his decision on the recommendation of the Discipline Committee within fifteen (15) days of the decision of the Discipline Committee having been forwarded to the Administrator. The Administrator may agree, disagree or make his own decision based on the recommendations and findings of the Discipline Committee.

(13) Where a member is found to have committed habitual or repeated violations of club rules and persists in the violation despite being requested not to do so, the club management may withhold his services and ask him to leave the Club premises and restrict his entry for specified period of not more than 90 days or for a longer period with the approval of the Administrator.

45. **Suspension of membership due to Non-payment.**—A membership may be suspended if the member concerned remained unable to pay the dues till 02 months and Where a membership is suspended for the second time within a period of one year due to non-payment of dues/bills, if not settled amicably within the stipulated period, request for restoration may be referred to the Discipline Committee/Administrator who will decide on the matter.

46. **Indiscipline involving Family Members.**—(1) Whenever a minor mistake/incident takes place where the child of a member family card holder has behaved in a manner where it is felt that he/she should not be allowed to use the club, the Club Secretary may impose a restriction on such family card holders barring them from using the club facilities. Restriction may be lifted provided the parents assure good conduct, in writing, in future or as decided by the Secretary/Discipline Committee/Administrator, as the case may be.

(2) The provisions of misconduct and gross misconduct shall apply to all members and their family members / family card holders. All family members of the principal member are required to strictly abide by the club rules, regulations and policy in force. Any misconduct, gross misconduct or violation on part of the family member, will render the member him or herself liable to action as per applicable regulations which may lead to suspension/termination of the principal membership, as the case may be, for failing to fulfill their responsibility regarding the conduct of their family member. After the initial inquiry/action the matter may be referred to the Discipline Committee for a decision.

(3) In the case of family members, the onus of maintaining the dress code, decorum and general conduct of the family will be the personal responsibility of the principal member.

(4) Should any family member wish to make a complaint or suggestion or address any correspondence to the Secretary or the Administrator, he/she must do so through the principal member of the Club.

(5) Notwithstanding the foregoing, the Secretary on its own or with consultation of Convener Discipline Committee or Administrator may ask any member whose behavior in his opinion is unbecoming of a gentleman and a member of the Club to leave the Club premises and/or suspend the membership, for a specified period of not more than 90 days. The Secretary or Discipline Committee can seek the prohibition of entry into the club of the member for a period of more than 90 days from the Administrator, whose decision will be final and binding.

(6) Where deemed necessary, the Club administration may refuse any services in the absence of principal member and ask the member to visit the Club in person to clarify his/her membership status failing to do so the subject membership shall be considered invalid and consequently suspended/terminated, as the case may be.

47. **Review/Appeal.**—(1) A member aggrieved by the decision of the Secretary, Discipline Committee or the Administrator rendered under these regulations, may prefer an application for review of the decision. The request shall be in writing and shall be submitted within thirty (30) days of the decision having been made. The request for review shall state the grounds for review. The Administrator may, if so considers it necessary, grant a personal hearing to the aggrieved Member. The Administrator may decide the Review Application within thirty (30) days of the Review Application having been made. In case no further action is directed on the review within the specified period the decision shall be considered as valid and the review shall be deemed as void.

(2) In case the restoration of membership is allowed by the Administrator on the review application such membership shall be restored on the assurance of good conduct and acceptance that any future violation of Club rules and regulations shall result in termination of membership without the right of review, on summary note by the Secretary.

(3) The decision of the Administrator shall be final. Beyond the prescribed period, neither incumbent nor successor Administrator shall decide against the original decision. However, the Patron-in-Chief may overturn decision of the Administrator on valid grounds to be recorded in writing.

CLUB POLICY, SOPs & PROTOCOLS

48. **Club Regulations.**—(1) The Administrator shall have the authority to make and amend regulations (membership, service, financial & procurement), as and when required.

49. **Club Policy.**—(1) The Administrator shall notify the terms and conditions of membership and any other related affairs to be called Club Policy. The Club Policy shall be binding upon all members of the Club.

(2) The Club Policy may be reviewed, revised, repealed, amended, altered as the case may be by the Administrator from time to time.

(3) The Club Policy shall be deemed to be an agreement between the Administrator and the members of the Club.

(4) The Membership of the Members of the Club in all categories shall be governed by the Club Policy including but not limited to the following:

(a) Charges for different facilities;

(b) Discipline, Code of Conduct at the Club Premises;

(c) Use & conditions for use of different facilities offered by the Club;

(d) Late Payment charges;

(e) Fines & Penalties for discipline violation;

(f) Dispute Resolution;

(g) Termination or restoration of Membership; and

(h) Any other matter regulating the Membership

(5) Schedules along with these regulations shall be the Club Policy with the approval of the Administrator.

(6) Every regulation, policy and/or SOP shall take effect on and from the specified date of commencement or the day from which it is notified, posted on Club's electronic notice board on its official website and shall be applicable to all applicants and members, from the date of its promulgation or earlier, as the case may be.

50. **SOPs.**—The Club Secretary under the regulations ibid and the general delegated authority by the Administrator shall have the power to make SOPs for day-to-day affairs of the Club and to enforce the regulations, policies, SOPs and protocols as deemed fit, in the interest and prestige of the Club.

GENERAL

51. **Savings.**—All acts done pertaining to members of the club and all memberships granted prior to the notification of these regulations (if is in compliance of then prevailing rules) shall be deemed to have been validly granted and shall not be questioned on the grounds that the same are in violation of these regulations.

52. **Amendment.**—The Administrator may at any time after notification of these regulations, if it is deemed necessary, make further amendments, as and when required.

53. **Removal of difficulty.**—In case any difficulty arises out of these regulations or in the implementation of these regulations, the same shall be referred to the Administrator for resolution, whose interpretation shall be final.

54. **Schedules.**—There will be schedules of Membership Regulation 2023, for the smooth working of GCC, in line with section 15(3), of Gun and Country Club Act, 2023, with approval of the Administrator, GCC and modified from time to time.

Schedule - I

POLICY REGARDING ADMINISTRATIVE AFFAIRS

RECEPROCAL CLUBS

GUESTS POLICY

Visitors:

USE OF CLUB BY CHILDREN OF MEMBERS

DRESS CODE

MEMBERS FUNCTIONS

Large Parties and Banquets:

Restriction on Holding of Parties:

Booking of Auditorium:

Cancellation of Booking:

Club Events/Entertainment

CAR PARKING

GENERAL

Tip to Employees:

Damage to Club Property:

Willful Damage:

Entertainment:

Speeches & Songs:

Club not to be given as an address:

Members' Acceptance of the Rules, Regulations, Policies & SOPs:

Playing of Music/Other Noises:

Pets Not Allowed in the Club:

Private Staff of Members:

Photography/Video-making not permitted in the Club:

Hours of Closing:

Cellular Phones:

Fire Works:

Starting of Games/Stopping/Restarting:

Lockers:

Smoking:

Mode of Contact/Communication:

Publication/display of Personal/Promotional material:

Schedule - II

POLICY REGARDING OTHER SERVICES (BUSINESS CENTER)

BUSINESS CENTRE

Schedule - III

POLICY REGARDING SPORTS AFFAIRS

Shooting
Gym
Swimming poll
Tennis
Table Tennis

Volleyball

Schedule - IV

Fee Structure of GCC

AHMAD HANIF ORAKZAI (PAS),
Administrator, GCC.

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