

RULES OF GUN & COUNTRY CLUB

The Following shall be the Rules of Gun & Country Club approved and notified by the Administrator in consultation with the Management, under Clause 11 of the Resolution dated 30th September, 2002 as amended on 29th January 2011, of the Government of Pakistan for carrying out the purposes of the Resolution.

I. NAME:

The club shall be called “Gun & Country Club” having its principal office adjacent to the Pakistan Sports Complex, P.O. Box No.3017, Islamabad.

II. OBJECTIVES:

1. To encourage, promote and popularize the sport of target shooting and competitive marksmanship in Pakistan.
2. To provide Members of Gun & Country Club the opportunity to engage in the sport of target shooting of various kinds, and other recreational and sports facilities.
3. To organize the holding of championships, competitions and contests as a part of target shooting programs and activities at Gun & Country Club.
4. To import, purchase and acquire fire arms and ammunition, shooting equipment, accessories and such aids as may be deemed fit and necessary.
5. To arrange matches and championships, and to select and train teams appropriately.
6. To apply for and obtain arms licenses, import licenses or permits from appropriate authorities for the import and storage of firearms, ammunition or other shooting equipment and accessories.
7. To construct, manage, run and control shooting and archery ranges at Gun & Country Club for the promotion of the sport of target shooting and competitive marksmanship and other recreational and sports facilities for its Members.
8. To construct other recreational / sporting facilities including but not limited to gym, spa, swimming pool, squash and tennis courts, riding facilities, guest rooms, multipurpose hall , arena polo etc, for the benefit of the Members.
9. To enter into an affiliate relationship with other clubs and bodies in Pakistan and abroad on such terms as the Management Committee thinks fit.

10. To seek tax exemption under the provisions of Income Tax Ordinance for Gun & Country Club's revenue earnings.
11. To receive grants, grants-in-aid, donations or subscriptions or other funds from the Government or from any other person, organization, entity, body or agency and to use it for the promotion of the sport of target shooting and competitive marksmanship and generally for the benefit of its Members.
12. To construct, raise, erect, lease out, take on rent or lease, purchase or otherwise acquire any moveable or immovable properties or premises as deemed fit for the purpose and use of Gun & Country Club and recreational purposes for the benefit of its Members.
13. To do all and everything necessary as required for the effective and efficient running, working, administration or organization of Gun & Country Club as may be ancillary or incidental to the said Aims and Objectives of Gun & Country Club.
14. To do all such things as may be incidental to and necessary for the attainment of the above mentioned Aims and Objectives of Gun & Country Club.

III. MANAGING COMMITTEE:

1. To aid and advise the Administrator in the performance of his functions, a Managing Committee consisting of 12 persons, 5 of whom shall be appointed upon such terms and tenure as deemed appropriate by the Administrator and shall be eligible for re-nomination. The Secretary, Ministry of Interior, the Secretary, Ministry of Sports and Culture, the Secretary, Ministry of Commerce, Chairman Capital Development Authority and the Director General, Pakistan Sports Board shall remain the ex-officio Members of the Management Committee. One Member of the Managing Committee shall be from the Diplomatic Corps in Islamabad to be nominated by the Doyen of that Corps.
2. The Management of the Club shall vest with the Managing Committee.
3. The Managing Committee shall have a 'President' appointed by the Administrator under Clause 6(4) of the Resolution and subject to any binding contractual obligation of the Club upon such terms and tenure as deemed appropriate by the Administrator.
4. A Member of the Managing Committee may, by writing under his hand addressed to the Administrator, resign his office.
5. The Management Committee shall be deemed to have been delegated, by the Administrator, sufficient powers and authority to enable it to perform its duties as specified in the rules.

6. The following business shall normally be transacted in a Managing Committee Meeting.
 - a. Confirmation of the minutes of the last Managing Committee Meeting.
 - b. Adoption of the Report of the Secretary for the previous meeting, month or year.
 - c. Passing of the Audited Accounts for the previous year and the Audited Report thereof.
 - d. Sanctioning of the Budget Estimate for the ensuing term.
 - e. Any matter duly proposed and seconded by Members and communicated to the Secretary 5 days before the Meeting.
 - f. All other issues related to the smooth functioning of the Club
7. The Administrator may at his discretion constitute a Working Committee for such purposes as he determines and deems fit and proper, and to look after the efficient day to day running of Gun & Country Club.
8. The Secretary of Gun & Country Club shall call a meeting of the Managing Committee on the orders of the Administrator, for the dispatch of current business. The Committee shall, however, meet at least once a quarter.
9. All decisions shall be taken on the basis of simple majority of vote of the Members present except for changes to the Rules and the bye-laws for which two third majority would be needed. All decisions are to be recorded in the Minute Book.
10. Three Members of the Managing Committee shall form a quorum.
11. The Managing Committee shall by two-thirds majority have the power to amend the Constitution / Bye-laws and Rules of Gun & Country Club, other than the determination of the total Members of Gun & Country Club.
12. Casual vacancies in the Managing Committee occurring during the term may be filled by such Member(s) of Gun & Country Club, as the Administrator may appoint. The Managing Committee shall exercise all powers of Gun & Country Club, and in particular shall have the following powers and duties and be responsible for the following:
 - a. Adoption of Annual Balance Sheet, Annual Report of the Finance Sub-Committee and Auditors before December each year.

- b. Selection and fixing the remuneration of the Auditors before December each year.
 - c. Approval of Budget for next financial year by May each year.
 - d. Approval of Rules & Regulations.
 - e. To approve the Master plan & Future expansion plan with financial modules and sanction expenditure;
 - f. To fix monthly subscription and other fees for Members.
 - g. To adopt necessary measures to make Gun & Country Club self sustainable;
 - h. To explain and interpret Rules and to adopt measures and to perform all such acts as may be incidental or conducive to the attainment of the Aims and Objectives of the Club.
13. Seven days' notice shall be necessary for the Managing Committee meetings.
14. All matters in the meetings shall be decided by a majority vote of the Members present, and in case of equality, the Chairman of the Meeting shall have a casting vote.
15. Any matter not covered by these rules shall be decided by the Managing Committee.
16. The interpretation of the articles of Bye-laws / Rules by the Administrator in consultation with Managing Committee shall be final.

IV. WORKING COMMITTEE:

- 1. The Working Committee shall consist of;
 - a. Three (3) Members of the Managing Committee nominated by the Administrator, and
 - b. Club Secretary.
- 2. General Members of the Working Committee shall be nominated by the Administrator from amongst the members of the Managing Committee as per Clause 6(2) (b) of the Resolution.
- 3. The Working Committee members shall hold office for a period of two years and shall not be nominated for more than two consecutive terms as members of the Working Committee.

4. The Functions of the Working Committee shall be deemed to be delegated by the Managing Committee or the Administrator as the case maybe and shall include;
 - a) To facilitate the Secretary in running the Club,
 - b) To admit new Permanent Members and Temporary Members (Except Health Studio).
 - c) To organize and regulate shooting activity and competitions of the Club.
 - d) To organize and manage events and tournaments at the Club.
 - e) To review, discuss and submit annual budget prepared by the Manager Finance in consultation with Secretary, to the Managing Committee.
 - f) To hear disciplinary complaints and issue decisions limited to a maximum of suspension of members rights up to 90 days.
 - g) To hire and fire staff except management staff of the Club which includes the Club Secretary, Manager Administration & Maintenance, Finance Manager, Food & Beverage Manager and any other person so specifically designated by the Managing Committee or Administrator.
 - h) To prepare an annual report for submission to the Managing Committee on the affairs and management of the Club each year.
 - i) To authorize expenditure as per approved budget or mandated by Managing Committee.
 - j) To raise and generate funds for the Club.
 - k) To do all things necessary for the management of the Club including security and conduct of members subject to the powers delegated to the Working Committee.
5. The Working Committee shall meet at least once a month.
6. Quorum for a meeting of the Working Committee shall be minimum Three members.
7. The Working Committee may impose fines or other penalties upon members as a result of disciplinary hearings subject to the fine not exceeding Rs.10,000/- (Rupees ten thousand only) and penalty not exceeding suspension of membership rights beyond 90 days.
8. The Working Committee shall be responsible for all functions defined and all other acts as provided for under the Rules or delegated to the Working Committee by the Managing Committee or the Administrator from time to time.

V. SECRETARY

1. The appointment of Secretary shall be recommended by the Managing Committee and approved by The Administrator. The duties of the Secretary shall be such as the Managing Committee may from time to time generally or specially prescribe in that behalf. In particular the Secretary shall:
 - (i) Be the executive officer of Gun & Country Club.

- (ii) Control all other officers and staff of Gun & Country Club.
 - (iii) Be in charge of the office of Gun & Country Club.
 - (iv) Enroll staff for Gun & Country Club as mandated by the Administrator and the Managing Committee.
 - (v) To approve utilization of facilities of the Club by Members and fix fees for such utilization including exclusive use of the dining and lounge facilities for events.
2. Under direction of the Administrator and the Managing Committee carry on all the business and affairs and conduct all the correspondence of Gun & Country Club.
 3. Be responsible to the Managing Committee for proper care and custody of all the property and for proper application of all the funds and money of Gun & Country Club.
 4. Operate Bank accounts singly and / or jointly with the Administrator or any other designated person from Working Committee.
 5. Under instructions from the Administrator institute, defend, conduct, compromise or refer to arbitration all suits, appeals and other legal proceedings of whatever kind to which Gun & Country Club may, at any time be a party to and other proceeding in which it may be interested or concerned and to engage and remunerate legal practitioners for the purpose of advising or representing Gun & Country Club in all or any such suits, appeals for legal proceedings.
 6. The Secretary of Gun & Country Club is empowered adequate administrative powers and financial powers up to Rs. 50,000/- to handle the day to day business of the Club and carry out all operational /routine repair and maintenance jobs in an efficient & transparent manner.

VI. ORGANIZATIONAL SET UP.

SECRETARY GUN & COUNTRY CLUB

a. Manager Finance. 01 No

- (i) Accountant. 01 No
- (ii) Account Assistant. 02 Nos

b. Manager Administration & Maintenance. 01 No

- (i) Assistant Manager Admin (H.R). 01 No
- (ii) Assistant Manager Maintenance. 01 No
- (iii) Electricians. 03 Nos

- (iv) Technicians.05 Nos
- (v) Drivers. 03 Nos
- (vi) Purchaser. 01 No
- (vii) Store man. 01 No
- (viii) Head Gardener. 01 No
- (ix) Gardeners. 14 Nos
- (x) Security Supervisor. 01 No
- (xi) Security Guards. 16 Nos
- (xii) Janitorial Staff.14 Nos
- (xiii) Receptionists. 05 Nos

c.Event Manager. 01 No

- (i) Office Coordinators.01 No
- (ii) Coordinators. 02 Nos

d.Manager Food & Beverage. 01 No

- (i) Executive Chef. 01 No
- (ii) Sous Chef. 02 No
- (iii) Pastry Chef. 01 No
- (iv) Chef de party.01 No
- (v) Demi Chef de Party. 01 No
- (vi) Cook-I . 06 Nos
- (vii) Cook-II. 03 Nos
- (viii) Cook III. 02 Nos
- (ix) Baker. 02 Nos
- (x) Tandoori. 03 Nos
- (xi) Dish washers. 05 Nos
- (xii) Assistant Restaurant Manager.01 No
- (xiii) Head Waiter. 01 Nos
- (xiv) Captain. 02 Nos
- (xv) Waiters. 06 nos
- (xvi) Buss Boy. 03 Nos

e.Manager Health Studio. 01 No

- (i) Assistant Manager. 01 No

(ii) Gym Instructors. 07 Nos

(iii) Pool Instructors. 04 Nos

(iv) Yoga Instructor. 01 No

(v) Sports Coaches. 02 Nos

(vi) Attendants. 12 Nos

f. Supervisor Shooting Ranges. 01 No

(i) Armoury Incharge. 01 Nos

(ii) Safety men. 06 Nos

(iii) Loader cum Operator. 10 Nos

(iv) Armourer. 01 No

VII. MEMBERSHIPS:

1. Gun & Country Club shall consist of not more than 1500 permanent Members or such number as may from time to time be unanimously determined by the Managing Committee and two-third majority of the Members.
2. Any lady / gentleman of not less than twenty-five years of age shall be eligible for the Membership of Gun & Country Club.
3. In case of doubt as to candidate's eligibility for Membership, the Managing Committee's decision shall be final and binding.
4. There shall be the following Four classes of Memberships:

(i) Permanent Members

(a) Non-Service Members

All ladies / gentlemen not falling in the "Service Members" category below, but having the requisite social standing and holding Pakistani Nationality.

(b) Serving / Retired Members

Officers in grade 18 or above in the service of the Government of Pakistan, commissioned officers of Defence forces and officers of grade 18 or above status from the attached and subordinate offices of the Government of Pakistan, who are entitled to service pension from the

Government Exchequer on retirement. It also includes retired officers from these categories of officers.

The Membership fee for Serving / Retired Members shall be 50% less than the Membership fee fixed by the Managing Committee for Non-service Membership of Gun & Country Club.

(ii) Associate (Diplomat) Members

All Diplomats and other Expatriates who have been issued Diplomatic Cards by the Pakistan Foreign Office.

(iii) Corporate Members

Corporate Memberships may be issued by approval of the Working Committee on terms to be determined by the Managing Committee or where such terms have been defined under any contractual obligations of Gun & Country Club.

(iv) Honorary Members.

Administrator may in special cases, invite eligible individuals to become Honorary Members of Gun & Country Club, without payment of joining fee or subscription upon such terms and tenure as deemed appropriate by the Administrator.

Administrator is empowered to convert the Honorary Membership to Permanent Membership @ 50 % prevailing rates.

5. Membership may at any time, in the discretion of the Working Committee, be suspended for misconduct or non-compliance with Gun & Country Club Rules & Bye Laws subject to inquiry under the Rules & Bye Laws. Membership of any Permanent Member may only be terminated upon the advice of the Managing Committee by the Administrator.
6. Permanent Memberships only shall be transferable from such date and subject to such conditions of transfer as notified by the Administrator in consultation with Managing Committee. In addition to any conditions on transfer imposed by the Managing Committee, the conditions of grant of Permanent Membership shall apply to all persons to whom a Permanent Membership is sought to be transferred. Transfer of Permanent Membership shall be upon a Transfer Fee payable to the Club as set by the Managing Committee.

VIII. INDUCTION OF PERMANENT MEMBERS:

1. Every candidate for Membership shall be proposed by one Permanent Member and seconded by another Permanent Member, where both such Members are of at

least two year standing. This Rule may not apply to Corporate Members subject to the contractual obligations pertaining to each of such Corporate Memberships & Honorary Members.

2. No Member can propose or second more than two candidates in a calendar year. This condition shall not apply to nomination rights for membership granted under a corporate or sponsorship agreement.
3. All persons applying for a Permanent Membership shall be requested for an interview by the Working Committee within 120 days of submission of the application.
4. Immediately upon completion of their interview by the Working Committee, the Working Committee shall at the same meeting approve or disapprove the candidate for a Permanent Membership. Working Committee has powers to defer the candidate, if he does not meet the criteria for membership. A candidate shall not be granted a Permanent Membership if he obtains even a single 'No' from the members of Working Committee.
5. The quorum of a meeting of the Working Committee for purposes of interview and grant of Permanent Memberships shall be atleast 3 members of the Working Committee.
6. No candidate, after having failed to secure a membership, shall be allowed to apply again prior to completion of 12 months of their last interview.
7. If the candidate is approved for induction as a Permanent Member, they shall be offered the Permanent Membership of the Club subject to the candidate having deposited the relevant membership fee within 15 days of being notified of the offer for a Permanent Membership.

IX. FEES:

1. All Permanent Members shall pay a non-refundable fee upon being offered the Permanent Membership unless exempted from payment of fee under a corporate or sponsorship agreement.
2. A candidate shall pay the Permanent Membership Fee as is prevalent on the date when such fee is deposited by the said candidate.
3. All Associate and Temporary Members may be required to pay a non-refundable fee upon being offered the Membership subject to determination by the Managing Committee and as per Membership Bye Laws.

4. Joining Fee, which is non-refundable, shall be as prescribed by the Managing Committee from time to time and promulgated. The Working Committee may at its discretion allow the eligible Member to pay in parts the joining fee. However, no joining fee shall be charged from persons nominated for Membership of Gun & Country Club by the Sponsor as per the terms and obligations of the Sponsorship agreement.
5. Rates of monthly subscription and other dues will be fixed by the Managing Committee from time to time and promulgated.
6. Members on the list of Gun & Country Club will be sent a 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 @ prevailing Bank interest rate per month will be charged.
7. In case the bill is not received by any Member by 15th day of the month, then the Member must inform the Club and obtain a duplicate copy of the bill. Payment must be effected by end of the month.
8. In the event of any Member failing to pay his bill within 30 days from the date of its issue he shall be reminded of the outstanding dues by a registered post letter from the Secretary. Any Member failing to pay within 30 days of the said notice may be deprived of the privileges of the Club, and his name posted until the outstanding dues are paid. In the event he fails to pay within one more month, his name shall be struck off the list of Members. The Club shall reserve the right to recover the outstanding dues from Member's Proposer / Seconder and through other legal means.
9. On furnishing an explanation, which the Working Committee may consider satisfactory, a Member whose name has been struck off under the foregoing rules for non-payment of outstanding dues to the Club may be reinstated; on settlement of the outstanding dues provided the total period of non-payment is less than one year.

X. BYE-LAWS:

1. The Managing Committee shall have power to make such Bye-laws as they may from time to time consider advisable for the efficient running of Gun & Country Club. Copies of such Bye-laws shall be posted on the Club's Website. These shall be binding upon Members, and shall be entered in a book which will be open to inspection of Members of Gun & Country Club.
2. Additions, alterations and amendments to the Rules and Bye-Laws of Gun & Country Club by two-third majority of those present can be made by the Managing Committee. No Proxy shall be allowed

3. The Managing Committee shall have the authority to enforce the Rules and Bye-Laws as it deems fit, in the interest of the prestige of Gun & Country Club and to safeguard the rights and privileges of the Members.

XI. TEMPORARY AND VISITING MEMBERS:

1. A Temporary Member (excluding a Member of a reciprocating club) who pays more than one visit to Islamabad during any calendar year must be proposed on each occasion.
2. Temporary Members and Visiting Members of the reciprocating clubs shall have all the privileges enjoyed by other categories of Members except that they shall:
 - (i) Not introduce a non-Member as a guest without the special permission of the Managing Committee;
 - (ii) Pay all bills in cash.
4. Proposers and Seconders of Members and the Heads of sponsoring Missions in respect of Associate (Diplomat) Members shall be, individually and severally, liable to pay any outstanding dues of a Member proposed / seconded by them and who has defaulted in the payment of his/her dues.

XII. GUESTS:

1. All guests must be accompanied by their hosts who should register them in the Guest Register without fail. Infringement of this rule may lead to termination of Membership.
2. Guests are not allowed to sign credit slips etc. on behalf of the host Members.
3. Children of Members are not allowed to introduce guests.
4. Members introducing guests will be charged guest fees as prescribed from time to time.
5. Members introducing guests will be personally responsible for the personal behavior and conduct of their guests.

XIII. DRESS CODE:

1. In the lounge and dining hall shirts with or without ties, bush-shirts or national dress may be worn. However, Members are expected to display a good standard of dress decorum.
2. In the lobby and coffee shop casual dress, except shorts and sports kit may be worn. (Shorts, t-shirts may be worn in the gym area and health facility).
3. In the cafeteria casual dress including sports kit may be worn.

4. At the shooting ranges such dress may be worn as is prescribed by the Managing Committee consonant with prudent safety regulations for shooting ranges.
5. Members must not at any time wear sandals / chappals which do not have back straps.

XIV. DISCIPLINE:

1. Immediate cognizance of any infringement of the rules or bye-laws shall be taken by the Managing Committee, and any Member who shall persist in any infringement of the rules or bye-laws, or whose conduct in or out of the Club shall, in the opinion of the Managing Committee, be unworthy of the character of a lady or gentleman or be calculated to cause annoyance to other Members or be detrimental to the character and respectability of the Club, shall be subject to expulsion or a term of suspension by the Managing Committee in a meeting to be convened for the purpose of investigating the circumstances of the case. Pending the decision, the Managing Committee shall have powers to prohibit such Member from making any use of the Club. The opinion of the Managing Committee, in such cases, shall be obtained by ballot. If two-thirds of the Members present decide that the offending Member has merited expulsion, or suspension, he shall, in the former case, cease to be a Member of the Club and in the latter case shall cease to use the Club for the term of his suspension; and intimation thereof shall be sent to him by the Secretary.
2. Notwithstanding, the foregoing, the Managing Committee shall also have power to suspend a Member for a period exceeding three months if in their opinion such action is desirable in the interests of other Members of the Club.
3. All members of Gun & Country Club will show their Club's card on the main entrance of the Club. Due to prevailing situation of the security it is compulsory for all members to carry their Club's card during visit to the Club. Without Club's card entry in Club's premises is prohibited.

XV. GENERAL:

1. Safety:

- (i) Safety rules as framed from time to time by the Managing Committee will be strictly adhered to at all times.
- (ii) *Children under the age of 15 will not be allowed on any of the ranges or shooting / archery areas unless they are being given classes by the instructors of the facility.*

2. Gun Club Membership number:

Members are required to write their Membership numbers on all correspondence and cheques / bank drafts sent to Gun & Country Club for proper accounting. They shall also attach with their payments the perforated bottom portion of the monthly club bill.

3. Gun Club Marshals:

Club Marshals nominated by the Managing Committee shall ensure compliance by the Members of the Bye-laws and Rules of Gun & Country Club. Any person found flouting or deliberately disregarding the bye-laws shall render him liable to be barred from Gun & Country Club and having his Membership card withdrawn.

4. Resignation:

Any Gun Club Member resigning from Gun & Country Club's Membership is required to return his / her Membership card to the Secretary of Gun & Country Club. .

5. Behavior:

No rough behavior shall be permitted within Gun & Country Club area. No games or activity that disrupts the peace of others shall be allowed within Gun & Country Club area.

6. Valuables:

(i) All valuables may be deposited at the reception of Gun & Country Club for safe-keeping.

(ii) Gun & Country Club shall not be responsible for any loss from Gun & Country Club other than the material deposited at the reception for safe-keeping.

7. Damage to Club property:

Any damage to Club property shall be paid for at a cost sufficient to replace it by the persons breaking or damaging the same. Willful damage shall be taken special notice of by the Managing Committee.

8. Shooting lessons:

The Working Committee shall engage the services of professionals for giving lessons to Members. Their services can be utilized by prior reservation either verbally or on telephone or in writing. Members wishing to have shooting / archery lessons shall enter their names and Club card numbers in a book maintained by the professionals for this purpose. All lessons received must be entered and signed by the Member in this book. Coaching fee shall be as prescribed from time to time by the Managing Committee.

9. Tournaments:

Only Permanent Members will be allowed to participate in Gun & Country Club tournaments except in cases when the Working Committee sometimes declares a tournament to be open to non-Members or Temporary Members.

10. Accounts:

1. All funds of the Club shall be deposited in a scheduled bank selected by the Managing Committee in the name of Gun & Country Club and shall not be withdrawn except under the signatures of the Secretary. Cheques of an amount over Rs. 50,000.00 will be signed jointly by the Secretary and any one designated Member of the Working Committee.
2. The accounts of Gun & Country Club shall be audited by a firm of Chartered Accountants who is a member of the Pakistan Institute of Chartered Accountants as appointed by the Managing Committee annually.
3. The Audited Report shall be presented to the Managing Committee for its approval and thereafter to the Administrator for his signature and approval.

11. Complaint against Club arrangements or servants:

Any Member having cause of complaint against Gun & Country Club arrangements or against any employee of Gun & Country Club should enter the same in the Complaint Book kept for the purpose. No complaint will be entertained, unless it be entered in the Complaint Book or be communicated in writing to the Secretary.

12. Gratuity to Servants:

No Member shall give to any employee of Gun & Country Club any gratuity upon any pretext whatever except in the lounge and dining area by adding the tip to the bill. Any employee found to have received any gratuity shall result in the termination of his services. A Member may subscribe to any fund maintained by Gun & Country Club for the benefit of its employees. The Managing Committee will take a very serious view of the violation of this rule by any Member and it may lead to the termination of his / her Membership.

13. Entertainment:

The Working Committee may at its discretion:

- (i) Set apart certain nights for Club entertainments.
- (ii) Permit reservation of certain areas of the Club, including the lawns, by a Member or Members for private functions.

(iii) Permit hiring of the Dining Hall and the lawns for private and public functions at rates to be fixed by the Secretary.

14. Speeches and songs:

No speeches or songs shall be allowed in any part of Gun & Country Club, except with the prior sanction of the Working Committee.

15. Gun Club not to be given as address:

No Member shall give Gun & Country Club as his address in any advertisement in the Public press; neither shall he give the address of the Club for business purposes.

16. Member's acceptance of the Rules:

1. Gun & Country Club Rules, Bye-Laws and Sub Rules together with the list of the Managing Committee, Working Committee and Sub-Committees, may be obtained by Members from the Secretary.
2. As the payment of joining fee and subscription according to the rules entitles a Member to enjoy every benefit and privilege of the Club, as laid down in these Rules, such payment shall be his acknowledgment of, and acceptance of, the Rules, Bye-Laws and Sub Rules as well as all policies of the Club as may be enforced from time to time by the Managing Committee or the Administrator.

DISCIPLINE BYE LAWS

1. Immediate cognizance of any infringement of the Rules, Regulations Bye-Laws or Sub Rules by a Permanent Member, a Temporary Member, an Associate Member or a Member whose Guest or family member has violated such Rules, Regulations, Bye-Laws, Sub Rules, shall be taken by the Working Committee.
2. Upon receipt of a complaint from the Secretary, another Member or of its own motion, the Working Committee shall within 14 days of such complaint convene a meeting for the purpose of investigating the circumstances of the case where after, if the Working Committee finds that reasons exist which may result in imposition of a penalty upon a Member, such Member shall be issued a show cause requiring the Member as to why a penalty should not be imposed upon the Member in respect of the violation or infringement of Rules, Bye Laws, Sub Rules or policies of the Club.
3. Within Seven days the Member shall be given the right to address the Working Committee and present evidence, including statements or evidence of other persons. The Working Committee may also request evidence or statements from other witnesses or persons as may be found relevant.
4. If two-thirds of the members of the Working Committee present decide that the offending Member has merited a penalty, such penalty, if within the powers of the Working Committee shall be imposed. In the event that the penalty recommended is subject to the approval of the Managing Committee, the decision of the Working Committee with all supporting evidence shall be forwarded to the Managing Committee along with a recommendation for a penalty.
5. A penalty may be imposed upon any Permanent or Temporary Member as per the Rules. The Member may also be expelled from the Club as a penalty with such penalty being imposed by the Managing Committee with the approval of the Administrator in the case of a member being a Permanent Member.
6. A Member penalized by the Working Committee shall have the right to submit an appeal within 30 days of the imposition of the penalty before the Managing Committee whose decision on appeal shall be final.
7. In the event that the penalty is imposed in the first instance by the Managing Committee, the Member may prefer an appeal within 30 days to the Administrator whose decision shall be final on such an appeal.
8. The Managing Committee or the Administrator, as the case may be, in its absolute discretion may call the Member filing an appeal for making submissions in person or seek to re hear witnesses to the case.

The decision of the Administrator shall be final and binding.

SUB COMMITTEE BYE LAWS

1. The Administrator may upon recommendation of the Managing Committee notify the types of Sub Committees of the Club other than the mandated Sub Committees subject to a maximum of 5 Sub-Committees.
2. The following shall be mandatory Sub Committees;
 - a. Food & Catering Sub Committee. To include all matters relating to dinning, food and catering facilities including private catering events at the Club premises.
 - b. Shooting Sub Committee. To include all matters relating to shooting & shooting facilities including shooting events at the Club premises.
 - c. Gardening Sub Committee. To include all matters relating to gardening & land escaping at the Club premises.
 - d. Finance Sub Committee. To include all matters relating to budgets, financial management, audit support, and raising and generating of revenues and funds for the Club.
 - e. Sports, Leisure & Entertainment Sub Committee. To include all matters relating to Sports facilities including the Health Studio, spa, tennis courts, swimming pool , development of new sports, leisure and entertainment facilities.
3. The Sub Committees shall consist of 4 Permanent Members of the Club.
4. At least one member of the Managing Committee shall also be a member of each Sub Committee in addition to the 4 members of the Sub Committee.
5. Permanent Members shall inform the Secretary of the Club of their desire to be a member of a Sub Committee by the 1st day of July each year.
6. In the event that there are more than 4 applications received for membership to a Sub Committee, the Managing Committee shall decide on the 4 members of the Sub Committee from amongst the persons who have submitted their intent to be members of such a Sub Committee.
7. In the event that any Sub Committee receives three or less applications for membership, the Managing Committee may co-opt any Permanent Member of the Club subject to such Members consent as a member of the Sub Committee.
8. The membership of the Sub Committees shall be notified by the Administrator.

9. The Sub Committees shall meet at least once every fortnight and minutes of such meetings shall be submitted to the Working Committee.
10. The Sub Committees shall be primarily responsible for developing a proposed annual plan of activities, assisting the Secretary in preparation of the proposed budget and coordination with the Secretary and professional Managers of the Club for purposes of implementing the approved annual plan and policies in respect of the defined area of operation of each Sub Committee.

The Sub Committees shall also act as advisory bodies to the Working Committee and shall act upon the instructions and mandate of the Working Committee.

BYE LAWS OF SPECIAL MEMBERSHIPS, FAMILY MEMBERS & GUESTS

TEMPORARY MEMBER

1. The following persons may apply to become Temporary Members of Gun & Country Club subject to approval by the Working Committee;
 - a) All Diplomats and other Expatriates who have been issued Diplomatic Cards by the Pakistan Foreign Office and are expected to be resident in Pakistan for a period of more than 12 months from the date of their application to become a member; or
 - b) Expatriates working in multinational or commercial organizations in Pakistan and are expected to be resident in Pakistan for a period of more than 12 months from the date of their application to become a member;
2. A person must apply to become a Temporary Member on the requisite application form obtainable from the office of the Secretary of the Club on payment.
3. The Applicant must attached with his application an undertaking from the head of the Diplomatic Mission or head of the organization to whom such Applicant is associated with in the form attached to the application.
4. Only persons anticipating to be resident in Pakistan for a period more than 12 months will be eligible for a Temporary Membership.
5. Temporary Membership shall be for a period of One Year renewable for a maximum of three similar one year terms subject to the approval of the Working Committee.
6. An Application for Temporary Membership shall be placed before the Working Committee within 14 days of it being submitted and the Working Committee upon consideration of the application including an interview of the Applicant, if found necessary, approve the issuance of a Temporary Membership to the Applicant on the terms and conditions as applicable to Temporary Membership.
7. A simple majority of the total strength of the Working Committee shall be sufficient to approve an application for Temporary Membership.
8. A Temporary Membership shall in no way create a right to obtain or convert the membership into a Permanent Membership.
9. A Temporary Member shall abide by all Rules, Regulations and Bye Laws of the Club. A Temporary Membership may be suspended or cancelled by the Working

Committee, if the Temporary Member is found to be in violation of any Club Rules, Regulations or Bye Laws.

10. A Temporary Member shall enjoy all facilities of the Club except for standing for election for any office or committee.
11. A Temporary Member shall pay a joining fee and a monthly subscription fee as determined for Temporary Members by the Managing Committee. Renewal of Temporary Memberships shall also carry a renewal fee as determined by the Managing Committee.

VISITING MEMBERS

1. Members of affiliated Clubs will be allowed the use of the Club for a period as per the reciprocating terms of the affiliated club and on production of an introductory card from the parent Club.
2. A Visiting Member shall be allowed the use of the facilities of the Club as may be directed by the Managing Committee from time to time.
3. Use of the Club facilities by a Visiting Member shall be solely at the discretion of the Working Committee.
4. A Visiting Member must pay for any services used in cash at the time of such usage.

CORPORATE MEMBERS

1. Corporate Memberships shall be granted only to companies.
2. Companies interested in a corporate membership may apply for such membership to the Managing Committee through the Secretary of the Club.
3. Application for corporate membership shall include particulars of the company and terms sought by the company for its corporate membership.
4. Corporate Memberships shall be governed by terms determined by the Managing Committee when granting each such membership and on payment of such fee or fees as may be determined by the Managing Committee for grant of each such corporate membership.
5. Corporate Memberships shall be of minimum 4 Members & will be offered at 10% discounted rates of the prevailing rates of the regular joining fee.
6. A Corporate Membership may be granted by the Managing Committee for a fixed period of time.

FAMILY MEMBERS

1. Family Members shall be defined as spouse and children under the age of 21 years of a Permanent Member.
2. All family members of a Permanent Member may obtain a Family Membership Card on submission of the relevant form to the Secretary counter signed by the Member. Family Members must at all times carry their membership card.
3. All Family Members must abide by all Rules, Regulations and Bye Laws of the Club. The Permanent Member shall be responsible for the actions and conduct of their respective Family Members.
4. A Family Member may utilize all facilities of the Club subject to cost of any usage being billed to the Permanent Member.
5. Children under the age of 15 years shall not be permitted un-accompanied within the Club House, Shooting Range and Gym premises.

GUESTS

1. A Member may introduce guests to the Club. Children of Members are not allowed to introduce guests.
2. A Guest may be refused access to the Club in the discretion of the Working Committee.
3. Guests will only be introduced during the timings prescribed by the Working Committee.
4. All Guests must be accompanied by their hosts who should register them in the Guest Register without fail.
5. Guests are not allowed to sign credit slips etc. on behalf of the host Member.
5. Members introducing guests will be charged daily Guest Fees as prescribed from time to time by the Working Committee.
6. Members introducing Guests will be personally responsible for the personal behavior and conduct of their Guests.

MEMBERSHIP TRANSFER & KINSHIP BYE LAWS

The Following shall be referred to as the Membership Transfer Bye Laws;

MEMBERSHIP ON KINSHIP

1. In the event of a Permanent Member's child applies for Membership of the Club, the same shall be processed in the normal course as per the terms for grant of memberships subject to;
 - a. a discounted membership fee being paid equivalent to 50% of the full Membership Fee for private members as prevalent on the date of such grant of membership; and
 - b. the applicant fulfilling all criteria for the permanent membership of the Club; and
 - c. Being recommended for membership by the Working Committee or the Membership Committee, as the case may be.

TRANSFER OF MEMBERSHIP OF A DECEASED MEMBER

2. In the event of a permanent Member's death, the Membership shall stand automatically transferred to the spouse of the Member
3. In the event of transfer of a deceased Member's membership to the spouse no transfer fee shall be charged.
4. The transfer of a deceased Member's membership to any child nominated by the spouse of the member shall be subject to;
 - a. a transfer fee equivalent to 50% of the full Membership Fee for private members prevalent on the date of such grant of membership being paid by the transferee; and
 - b. the child so nominated being above the age of 25 years; and
5. A membership transferred to a deceased member's wife or nominated child shall not be transferable further at any time in the future.

ACCOUNTING AND FINANCE MANUAL

A. STRUCTURE

1. The Accounting and Finance function will be headed by Manager Finance directly reporting to the Secretary.
2. The Manager Finance will be assisted by a team of professionals to handle day-to-day affairs of accounting and finance functions.
3. The Manager Finance will be required to possess adequate professional qualification and experience to handle the financial affairs of the Club as well as working experience in similar organizations.

B. ACCOUNTING SYSTEM/ CHART OF ACCOUNTS

1. Licensed accounting software will be procured to undertake recording and reporting of financial transactions. Procurement of software will be carried out in accordance with the procurement rules.
2. The Manager Finance will develop a systematic and detailed Chart of Accounts allowing for inclusion of all aspects of Club's operations which will be approved by the Working Committee through Secretary.
3. The accounting software will be tailored to ensure that any modifications in the Chart of Accounts are controlled and allowed by the Manager Finance.
4. Modifications to the Chart of Accounts will be submitted to Working Committee through Finance Committee for approval.

C. APPROVAL AND AUTHORITY

1. Payments and/or Withdrawals from the accounts will require signatures of the signatories as per following limits:
 - a. Operational Expenses of up to Rs. 50,000/- (Rupees fifty thousand only): The Secretary to sign cheques singly.
 - b. Project Expenses of up to Rs. 100,000/- (Rupees one hundred thousand only): The Secretary to sign cheques singly.
 - c. Cheques of an amount exceeding above mentioned amount will be signed jointly by the Secretary and any one designated Member of the Managing Committee by the Administrator.

D. CASH MANAGEMENT

2. The Club will maintain separate bank accounts for

- a. operations; and
 - b. Projects.
3. Prior written approval will be obtained from the Working Committee for opening and closing of bank accounts.
 4. All funds of the Club shall be deposited in accounts with scheduled banks. Payments and/or Withdrawals from the accounts will require signatures of the signatories as per following limits:
 - a. Operational Expenses of up to Rs. 50,000/- (Rupees fifty thousand only): The Secretary to sign cheques singly.
 - b. Project Expenses of up to Rs. 100,000/- (Rupees one hundred thousand only): The Secretary to sign cheques singly.
 - c. Cheques of an amount exceeding above mentioned amount will be signed jointly by the Secretary and any one designated Member of the Managing Committee by the Administrator.
 5. Club's bank accounts will be used for business purposes only. Employees will not be authorized to use the bank accounts for their personal purposes.
 6. Accountant will prepare a Funds Position on a daily basis (Daily Summary Sheet) which will be submitted to Secretary through Manager Finance. On the basis of fund position, competent authority will authorize transfer of requisite funds to payments bank accounts.
 7. Accounts Assistant will prepare monthly bank reconciliation statement for all bank accounts which will be checked by Accountant for accuracy. The bank reconciliation statement will be approved by the Secretary through Manager Finance.

E. PAYMENT PROCEDURES

1. All payments exceeding PKR 10,000/- (Rupees ten thousand only) will be made through bank/ on-line transfer.
2. The Club will maintain pre-numbered bank and cash receipt/ payment vouchers. All vouchers will remain in the custody of Accounts Assistant. Accountant will be responsible to maintain inventory record of all voucher books issued to Accounts Assistant.
3. At the time of making payment, the requestor will prepare a Payment Authorization Form detailing:
 - a. Beneficiary name;
 - b. Description of supplies/ services against which payment is requested;
 - c. Gross amount to be paid;

- d. Deductions on account of advance payment, reductions, etc.;
 - e. Amount of tax;
 - f. Net amount payable.
4. Requestor will submit the Payment Authorization Form to his/her departmental head along with supporting documents for recommendation to pay.
 5. Requestor, on obtaining recommendation from the departmental head, will submit the payment authorization form to the Accountant.
 6. The Accountant will prepare the bank/cash payment voucher and attach Payment Authorization Form along with supporting documents.
 7. Accountant will forward the bank/cash payment voucher to the Manager Finance who will verify the voucher for accuracy. Verified voucher will be submitted to the Secretary for authorization.
 8. Upon authorization by Secretary, the Accountant will prepare a crossed cheque in favor of the beneficiary. All cheques will be attached to the relevant payment vouchers for submission to the authorized signatories.
 9. At the signing of cheque, Accounts Assistant will issue cheque to the beneficiary and obtain receipt acknowledgment. All paid vouchers will be stamped as "PAID" and retained as per the Club's document retention policy.
 10. All cheque books will remain in the custody of Accountant. Accountant will be responsible for maintaining inventory of cheque books issued to the Accounts Assistant and will carry out surprise inventory count. In case of any discrepancy, Accountant will report the matter to Manager Finance for necessary action.
 11. Similar procedure will be followed for cash payments; however, cash will be issued by the Accountant upon approval by the competent authority. Accountant will obtain receipt acknowledgment on the payment voucher.

F. CASH ADVANCES

1. Requestor will submit the Payment Authorization Form to his/her departmental head along with supporting documents for recommendation to pay.
2. Requestor, on obtaining recommendation from the departmental head, will submit the payment authorization form to the Accountant.
3. The Accountant will prepare the cash payment voucher and attach Payment Authorization Form along with supporting documents.

4. Accountant will forward the cash payment voucher to the Manager Finance who will verify the voucher for accuracy. Verified voucher will be submitted to the Secretary for authorization.
5. Upon authorization by Secretary, Accountant will issue cash to the requestor and will obtain receipt acknowledgment on the payment voucher.

G. PROCUREMENT AND VENDOR MANAGEMENT

1. Procurements not exceeding PKR 50,000/- (Rupees Fifty thousand only) will be approved by the Club Secretary. All procurements exceeding PKR 50,000/- will require recommendation of a Procurement Committee.
2. Procurement Committee will comprise of at least three members i.e.
 - a) Manager Finance;
 - b) Manager Administration; and
 - c) One member of the Working Committee.
3. At least three quotations will be called through pre-qualified Vendors for procurements subject to approval of the Procurement Committee.
4. The Procurement Committee will prepare a comparative statement providing recommendations on technical as well as financial proposal of the bidder.
5. On the basis of comparative statement, the Procurement Committee will forward its recommendations to the Working Committee for approval. The Working Committee will review the comparative statement and recommendations of the procurement committee.
6. Minutes of Procurement Committee will be maintained in respect of all procurements made by the Club.
7. Purchase order/ contracts will be executed with the selected bidder specifying all terms and conditions and will be signed by the Secretary Gun Club on behalf of Administrator and one witness (from the Procurement Committee) on behalf of the Club.
8. Accountant will maintain subsidiary ledger accounts in respect of each supplier and record all transactions carried out with a particular supplier.

H. SUBSCRIPTION BILLING

1. Relevant departments will be responsible for maintaining register of members for all active and in-active members providing for billing for current and prior months.

2. At each billing cycle date, the relevant department will prepare a report for subscriptions due from each member and issue invoices for subscription.
3. The report will be forwarded to the accounts and finance department.
4. Accounts Assistant will prepare a voucher for recording of receivable against billed invoices which will be verified by the Accountant and approved by the Manager Finance.
5. Accountant will prepare aging schedule of subscriptions receivable on a monthly basis and forward the same to Manager Finance.

I. FIXED ASSETS

1. All items with a useful life of more than one year will be recognized as fixed assets and will be depreciated in accordance with the estimate of its useful life made by the management as per the Club's policy.
2. At the time of acquisition of a fixed asset, the Accounts Assistant will record the item in financial records as well as in the Fixed Assets Listing. A separate code will be assigned to each item of fixed assets.
3. Disposal/ write off of an item of fixed assets will be undertaken with the approval of the Working Committee.
4. At the time of disposal/ write off of a fixed asset, the Accounts Assistant will record the transaction in financial records as well as in the Fixed Assets Listing.
5. Manager Finance will carry out surprise stock count of fixed assets item and reconcile the financial records with physical quantities. Accountant will carry out scheduled stock counts on a quarterly basis.

J. INVENTORY

1. At the time of acquisition of an inventory item, the Accounts Assistant will record the item in financial records as well as in the Inventory Listing.
2. A Goods Receipt Note will be prepared by the Stores Supervisor at the time of receipt of goods and will be assigned a separate code for identification purposes.
3. All inventory items will be kept at a separate store under the authority of Stores Supervisor.

4. Inventory issuance will be carried out on the basis of Goods Issue Note initiated by relevant department which will be prepared in triplicate. The Goods Issue Note will specify:
 - a. Description of item required;
 - b. Quantity required;
 - c. Quantity available;
 - d. Net quantity required;
 - e. Code of item issue;
 - f. Evidence of verification by relevant department head;
 - g. Signature of Stores Supervisor as evidence of issuance; and
 - h. Acknowledgment by requestor.
5. One copy of Goods Issue Note will be forwarded to the Accounts and Finance department. Second copy will be retained by the Stores Supervisor and third copy will be given to the requestor.
6. Stores Supervisor will be responsible for maintaining records of physical quantities and report the quantitative as well as qualitative data to Accounting and Finance Function on a daily basis.
7. At day end, Accounts Assistant will reconcile the inventory records submitted by Stores Supervisor with the Goods Issue Notes submitted.
8. On the basis of reconciled records, the Accounts Assistant will prepare an expense voucher which will be verified by the Accountant and approved by the Manager Finance.
9. Secretary will carry out surprise stock count of inventory items and reconcile the financial records with physical quantities. Manager Finance will carry out scheduled stock counts on a quarterly basis.

K. ACCRUALS

1. At each balance sheet date, Accountant will prepare a report on accruals and submit it to Secretary through Manager Finance for approval.
2. Upon approval by the Secretary, Accountant will prepare an adjustment voucher.

L. RECORDING

1. All recordings will be carried out by the Accounts Assistants based on the approved vouchers. At day end, a report will be generated from the accounting system detailing transactions recorded during the day.

2. Accountant will check accuracy of the transactions recorded during the day from the report generated by the accounting system and will sign the document as evidence of his checking.

M. BUDGETS/ BUSINESS PLAN

1. Secretary Gun Club will carry out meetings with department heads and obtain their input in order to prepare annual budget and five yearly business plans.
2. Periodic comparison of actual vs. target will be carried out and reported to the Working Committee specifying variance and reasoning for significant deviations.

N. FINANCIAL REPORTING AND TAXATION

1. The Manager Finance will be responsible to prepare monthly, quarterly, half yearly and annual financial statements.
2. Finance Sub-committee in consultation with the Secretary will develop accounting policies and make accounting estimates for preparation of financial statements. The accounting policies and accounting estimates will be approved by the Working Committee.
3. Manager Finance will carry out preliminary review and ensure accuracy and completeness of the periodic financial statements.
4. The financial statements will be submitted to the Finance Sub-committee for review and approval.
5. The financial statements will be signed by the Administrator and Secretary of the Club.
6. The Manager Finance will be responsible to prepare annual tax returns and make tax payments as per the requirements of relevant provisions of taxation laws applicable to the operations of the Club.

O. DOCUMENT RETENTION/ BACK-UP

1. Monthly back-up of all accounting records will be taken and maintained.
2. All vouchers and supporting documents will be retained for a minimum period of ten years at a separate location.

P. AUDIT

1. Club's financial statements will be audited by a reputable firm of chartered accountants on an annual basis.
2. The Managing Committee will be responsible to appoint a firm of chartered accountants to carry out annual audit of Club's financial statements.

HUMAN RESOURCE POLICY MANUAL

A. JOB DESCRIPTIONS

There will be a job description for each post and a copy will be provided to a new member of staff. The job description will not form part of the contract and will be subject to change in accordance with the needs of the Club.

B. APPOINTMENT

1. Appointment to all grades will be made either by direct recruitment or by promotion on such terms and conditions as may be decided by the Managing Committee.
2. Appointment of appropriate candidate will involve:
 - a. Announcement of position (through advertisement in newspaper, if appropriate);
 - b. Short listing for interviews;
 - c. Interviews and final selection by Working Committee.
3. The Working Committee will develop criteria for consideration of employment.
4. Appointment letters with essential terms of employment will be issued to successful candidates on temporary basis for Three months only.

C. COMMENCEMENT OF SERVICE

1. Service in the Club will commence from the working day an employee joins for the duty, at the place indicated to him by the appointing authority, provided the employee reports before noon, otherwise his service will commence from the following working day.
2. Upon joining, each employee will be issued Terms and Conditions of service by the HR department. The employee will be required to fill an employee profile and submit relevant documents.

D. PROBATIONARY PERIOD

1. An employee shall be placed on probation for a period of three months, or for a period that may be decided by the Working Committee.
2. The probationary period served by an employee will be taken into consideration while computing the employee's total length of service with the Club.

E. CONFIRMATION

1. Upon satisfactory completion of probationary period or extended period of probation, the employee concerned shall be confirmed in respective grade and will be employed on Contract Basis.
2. The Secretary of the Club shall issue a letter to inform the employee about his/her confirmation.

F. PERFORMANCE EVALUATION

1. A formal performance evaluation of each employee will be conducted every six months. In addition, intermediate performance appraisals will be carried out from time to time.
2. Performance evaluation will include a self-assessment by the employee, an independent appraisal by the immediate supervisor, an independent evaluation by respective department head and a final grading by the Secretary.
3. The evaluation criteria will include following factors:
 - a. Quality of work;
 - b. Job knowledge;
 - c. Quantity of work;
 - d. Result orientation;
 - e. Dependability;
 - f. Initiative;
 - g. Teamwork;
 - h. Adaptability; and
 - i. Conformance to organizational goals.

G. PROMOTION

1. Grading awarded in evaluation reports will be taken into account when an employee is considered for promotion.
2. An employee should have worked for at least 2 years in his present grade/ level, in order to qualify for promotion.
3. Educational qualification, experience, achievements and recommendations by appraising authority will be taken into account for promotion.
4. Promotion to next grade will be approved by the Administrator upon recommendations by the Working Committee.
5. Upon promotion to a higher grade, salary will be fixed at the initial scale of that grade, or as approved by the Administrator. In case an employee's existing salary is higher than the initial scale of that grade, then it shall be fixed at a scale which

is immediately above the existing salary of the employee or as decided by the Administrator.

6. In case an employee merits promotion to a higher grade in which there is no vacancy, he/she will be awarded additional increment, without being promoted (for three years at the most). In such cases, the employee's salary after increment may match or exceed that of a higher grade.

H. INCREMENT

1. Subject to satisfactory performance, an increment will be granted to an employee each year.
2. Additional increments will be determined by the Administrator, upon recommendation by the Working Committee.
3. Annual increments will be awarded on 1st day of July of every year. In exceptional cases, increments may be awarded at other times during the year with the approval of the Administrator.

I. TRANSFER

An employee will be liable to serve in any office/ branch/ department of the Club situated anywhere in the territory of Pakistan or abroad, unless otherwise specifically mentioned in his/her letter of appointment.

J. RESIGNATION

1. An employee, other than a Probationary Employee, may resign from the service of the Club after giving prior notice in writing or in lieu of notice, pay to the Club an amount equivalent to his basic salary for the period of notice.
2. Notice period will be three months.

K. TERMINATION

1. The HR Committee will develop a Code of Conduct for employees which will be approved by the Administrator.
2. The Club may terminate the services of an employee or call upon him to resign from the service of the Club. In case of unsatisfactory performance/discipline, three written warnings will be issued to a confirmed employee, before his services are terminated. The warnings must be separated by a period of at least one month, so as to give the employee ample opportunity to improve his performance.

3. In case of serious indiscipline/ misconduct or violation of Code of Conduct, services of a confirmed employee may be terminated without prior warning/notice.
4. The Club will not be bound to give any prior notice/warning or assign any reason before terminating the services of an employee on probation.

L. DISCHARGE ON MEDICAL GROUNDS

Where an employee, in the opinion of the management, is incapable or has ceased to be capable by reasons of infirmity of mind and/or body, the HR Committee may discharge him on medical grounds and pay him such compensation as may be decided by the HR Committee and approved by the Administrator.

M. RETIREMENT

An employee shall retire from service on attaining the age of sixty years. He/ She will be entitled to all benefits under the policy in vogue at the time of retirement.

N. FINAL SETTLEMENT

Final dues of an outgoing employee will be paid after clearance from all department heads.

O. WORK HOURS AND SERVICE RECORDS

1. WORK HOURS

The average working hours of all employees will be 50 hours per week (of 6 days).

2. SERVICE RECORDS

A personal file of each employee will be maintained by the Human Resource department which will contain a complete record of his/her service at the Club. The personal file will contain following documents/ information:

- a. Job application;
- b. Curriculum vitae;
- c. Record of recruitment interviews;
- d. Offer letter;
- e. Joining report;
- f. Employment contract;
- g. Performance evaluations/results;
- h. Confirmation letters;
- i. Record of any outstanding achievement; and
- j. Record of any disciplinary action.

P. TRAVEL POLICY

The Working Committee will decide the entitlement of travel allowances/ facility for all job positions within the Club.

Q. LEAVE RULES

- a. The personnel will be entitled to the following leaves in each calendar year of the club running from 1st July to 30th June, to be taken at such times as may be approved by the club management, in addition to public holidays;

Annual leave: 20 days

Casual leave: 10 days

Sick leave: 15 days

- b. Leaves may not be carried forward from one year to the next.
- c. During the continuance of the agreement, the personnel will not be entitled to any payment in respect of holiday entitlement not taken.
- d. The club will be entitled to deduct 1/30 (one-thirtieth) of the personnel's monthly salary for each day that the personnel has taken as holiday prior to the date of termination in excess of his/her proportionate entitlement.

R. MEDICAL POLICY

The Working Committee will decide the entitlement of medical benefits for all job positions within the Club.

S. RETIREMENT BENEFITS

The Working Committee will decide the retirement benefits for all job positions within the Club.

T. GROUP INSURANCE

The employees will be provided the facility of Group Insurance through State Life Insurance Corporation – Pakistan.

U. OTHER ALLOWANCES AND CONCESSIONS

The Working Committee will decide the entitlement of other allowances and concessions for all job positions within the Club.

**RULES & REGULATIONS
FOR
SHOOTING RANGES**

GENERAL RULES

1. All activities on Gun & Country Club premises relating to the transportation, carriage and discharge of fire arms shall be in accordance with the current Government regulations as well as Gun Club rules.
2. Members interested in using shooting range must first register at the reception where they will be issued a coupon to be handed to the Range Staff. At the range the member will be required to sign an undertaking.
3. Request for the use of Gun Club's firearms and/or ammunition, is to be made at the reception.
4. No Gun Club weapon or equipment is allowed to be taken out of Gun & Country Club premises. Any type of ammunition surplus after shooting shall not be taken by the member.
5. Member will be responsible for his/her own safety and Gun & Country Club will not be held liable for any mishap or accident that may occur.
6. Gun & Country Club membership card should be in possession when using Gun Club ranges and must be presented upon request by any Gun Club staff.
7. Members using their own weapon(s) must be in possession of a valid license and it must be presented upon request by Gun Club staff. Only weapon and ammunition categories approved for sporting by Gun & Country Club will be allowed to be used on designated ranges.
8. Members, members' dependents and accompanied guests may participate in shooting on designated ranges.
9. All members' dependents and guests must shoot under the direct supervision of the member. The member is responsible for their dependents and/or guest's actions and collection of fee/charges.
10. Members need to book their respective ranges in advance. Cancellation of a range booking has to be done no later than thirty (30) minutes prior to the reservation time, after which the member will be levied range charge.
11. Spectators are not allowed to enter the shooting gallery in case of indoor ranges and within ten (10) feet of the firing line in case of outdoor ranges.
12. Cameras, mobile phones, portable sound devises, flash emitters and smoking are not allowed on the ranges.
13. Persons under the influence of drugs and alcohol intoxication will not be permitted on the ranges.
14. Pets are not allowed on the ranges. For members who would like to train their dogs against gun shyness would require a special permission in writing from the Secretary against a fee. Permission, time, date and designation of range, is at the Secretary's discretion.
15. Shooting will only be permitted on Gun Club provided targets. Shooting at bottles, cans, or other objects (on the ground or elevated) is prohibited. Apart from Range Staff, no other person is allowed to place/erect targets.
16. Hunting or shooting of wild animals on Gun Club's premises is prohibited.

17. Children under the age of 14 will not be allowed to shoot at any range except for the ten (10) meter indoor range where the age limit is 12 years.
18. Misbehavior of any kind (verbal and/or physical) will not be tolerated.
19. Shooter wearing *shalwar kamiz, open chappals/sandals, high heels, topless, mini shorts and miniskirts* will not be allowed.
20. No weapons are allowed in the lounge, restaurant, spa and gym areas. Member waiting to use a range may deposit their weapon at the armory or at the range under the supervision of the Range Safety Staff.
21. No member is allowed to walk around Gun & Country Club's premises with a loaded weapon, except when at the firing station.
22. No one shooter will be permitted more than four (4) firearms per visit, per range.
23. As a courtesy to other members, during busy hours (one or more members awaiting range use), range use by an individual or group will be limited to one hour per range.
24. In case of damage to Gun & Country Club property or assets, the member responsible will be made liable and the cost of repair or replacement will be added to his/her monthly subscription by the accounts office
25. At the range, the decision of the Range Staff will be final and abiding. Any complaint should be submitted in writing within three days to the Secretary of Gun & Country Club for consideration.
26. On completion of shooting, members have to settle their range facilitation charges at the reception by either paying in cash or signing the invoice.
27. Scheduled activities such as tournaments or practice sessions approved by Gun & Country Club will take precedence over informal shooting.
28. All shooters of National and International standard affiliated with National Rifle Association of Pakistan are allowed to use Gun Club ranges free of cost. However, they shall abide by Gun & Country Club rules/regulations.

WEAPON, AMMUNITION & ALLIED EQUIPMENT RULES

All approved standard weapons ammunition and allied equipment is available at Gun & Country Club for member's facilitation against a fee. However, if a member chooses to use his/her own weapon and/or ammunition then the following rules apply:

1. Only legally owned and possessed firearms are permitted on Gun & Country Club premises.
2. No firearm shall be fired on a fully automatic mode.
3. Use of automatic rifles, pistols, shotguns, sub-machine guns (SMG), machine pistols (micro & macro) and light machine guns (LMG) is prohibited.
4. Use of black powder gun (muzzle loaders) is prohibited.
5. Use of rifles other than .22 rim fire rifles is prohibited for now, and till such time that proper facilities catering to the safety requirements have been put in place.
6. Use of customized/tampered weapons and/or ammunition is prohibited. Only exception to the rule is, if the weapon has been customized by an international or domestic licensed and accredited manufacture, for which proof or undertaking will be required.

7. Any bore revolvers and pistols may be used at the outdoor designated range from a fixed distance of twenty five (25) meters for now. For safety reasons it is requested that shooters may kindly restrict fire interval between bullets to a minimum of one (1) second.
8. Incendiary, armor piercing and tracer ammunition is not allowed.
9. Magnum loads and high velocity ammunition is not allowed for now.
10. Multiple loading for center fire handguns is limited to ten (10) rounds.
11. Multiple loading for .22 rim fire rifles and handguns is limited to five (5) rounds.
12. Multiple loading for shotguns is limited to two (2) rounds.
13. Use of suppressor and silencer is prohibited.
14. Shooter may use telescope, laser sight and/or range finder.
15. Shooter may use shooting gloves and is encouraged to use shooting jackets, ear plugs and eye protection.
16. Only weapons and ammunition approved for a particular range will be allowed to be used on that range.

SAFETY RULES & REGULATION

1. No weapon is allowed to be fired in absence of the Range Safety Staff.
2. No weapon is allowed to be fired when the Red Flag (in case of outdoor ranges) or Red Light (in case of indoor ranges) is operational.
3. All firearms must be operated in a safe and reasonable manner. CARELESSNESS WILL NOT BE TOLERATED.
4. All uncased firearm must be handled with the action open and empty of ammunition except when in position of firing. When not in use all firearms must be unloaded and cased or placed in a designated storage rest.
5. Make sure that the firearm is clean before firing.
6. Ear and eye protection is required for all persons on firing line.
7. All firing must be done from the designated firing line and the shooter must be stationary.
8. All firearms must be unloaded with action open and placed on the table or in a case or in the designated storage rest before any person proceeds down range. On the 25 meter indoor range the Red Warning Light must be turned on, while on the general outdoor ranges the Red Flag must be hosted, before any person proceeds down range.
9. Firearms must not be handled or touched when someone is down range or when the Red Warning Light / Red Flag are operational.
10. Before going down range, all persons should communicate and receive acknowledgement from the Range Safety Staff.
11. Prior to shooting, visually check the firing line, the mid-range area, the target area, the impact area and any area beyond impact for other persons who might be in these areas.
12. Shoot only into the designated backstops from the corresponding firing points. NO CROSS FIRING IS PERMITTED. All shots must be confined to target berms.
13. Loaded firearm must never be aimed or pointed above the target area.

14. In case of misfire or bullet jam, point the barrel of the gun towards the target and raise your hand for assistance from the Range Safety Staff. Please note that in case of misfire, wait for 10 seconds before the chamber is opened.
15. All firearms must be cleared of ammunition with the action open before leaving the firing line.
16. Upon hearing the command of CEASEFIRE, regardless of whom, gives the command, all shooting will stop immediately and firearm will be placed on table or floor at the firing position and unloaded if instructed.
 - TREAT ALL FIREARMS AS IF THEY ARE LOADED.
 - ALWAYS KEEP THE MUZZLE POINTED IN A SAFE DIRECTION.
 - KEEP YOUR FINGERS OFF THE TRIGGER AND OUT OF THE TRIGGER GUARD UNTIL YOU ARE ON TARGET AND READY TO FIRE.
 - ON GUN & COUNTRY CLUB RANGES, NEVER LOAD YOUR FIREARM UNTIL YOU ARE AT THE FIRING STATION AND READY TO USE IT.

10 METER RANGE

- | | |
|---------------------|---|
| ▪ Range | Indoor |
| ▪ Target System | Target Carrier System |
| ▪ Weapon Type | Air Rifle & Air Pistol |
| ▪ Caliber | 4.5 mm/0.53g, 0.177/8.2gr |
| ▪ Load | Single Pellet |
| ▪ Target | Single, Paper 4"X4"(rifle), 7"X7"(pistol) |
| ▪ Firing Position | Standing Only |
| ▪ Protection | Eye (Mandatory) |
| ▪ Miscellaneous | Shooting Support Stand (Optional)
Spotter Scope (Optional) |
| ▪ Supervisory Staff | Range Safetyman & Operator |

25 METER RANGE

- | | |
|---------------------|-------------------------------------|
| ▪ Range | Indoor |
| ▪ Target System | Turning |
| ▪ Weapon Type | Pistol & Revolver |
| ▪ Caliber | .22 Rim fire, Low Velocity (sports) |
| ▪ Load | Multiple Rounds, 5 Maximum |
| ▪ Target | 1 to 5, Paper 21.5"X21.5" |
| ▪ Firing Position | Standing Only |
| ▪ Protection | Ear & Eye (Mandatory) |
| ▪ Miscellaneous | Spotter Scope (Optional) |
| ▪ Supervisory Staff | Range Safetyman & Operator |

50 METER RANGE

- Range Indoor
- Target System Target Carrier System
- Weapon Type Rifle, Pistol & Revolver
- Caliber .22 Rim fire, Low Velocity (Sports)
- Load Multiple Rounds, 5 Maximum
- Target Single, Paper 21.5"X21.5"
- Firing Position Standing, Kneeling or Prone
- Protection Ear & Eye (Mandatory)
- Miscellaneous Floor Mat (Optional)
Spotter Scope (Optional)
- Supervisory Staff Range Safetyman & Operator

SKEET RANGE

- Range Outdoor
- Target System Manual Activation
- Weapon Type Shotgun
- Gauge 12, 16 & 20
- Cartridge 7 & 9; 8 Admissible
- Load Multiple Rounds, 2 Maximum
- Target Single & Double, Clay Pigeon
- Target Control Operator Activated
- Voice Command Pull, Mark & Double
- Firing Position Standing Only
- Protection Ear & Eye (Mandatory)
- Miscellaneous Pattern Board, 2 Shots Maximum
- Supervisory Staff Range Safetyman, Operator & Loader

TRAP RANGE

- Range Outdoor
- Target System Phono Pull
- Weapon Type Shotgun
- Gauge 12, 16 & 20
- Cartridge 7; 6 Admissible
- Load Multiple Rounds, 2 Maximum
- Target Single & Double, Clay Pigeon
- Target Control Shooter Voice Activated
- Voice Command Pull/Go/Yes/Mark
- Firing Position Standing Only
- Protection Ear & Eye (Mandatory)
- Miscellaneous Pattern Board, 2 Shots Maximum
- Supervisory Staff Range Safetyman, Operator & Loader

25 METER OPEN RANGE

- | | |
|---------------------|---|
| ▪ Range | Outdoor |
| ▪ Target System | Conventional |
| ▪ Weapon Type | Pistol & Revolver |
| ▪ Caliber | All |
| ▪ Load | Multiple Rounds, 10 Maximum |
| ▪ Target | Single Paper 21.5"X21.5", 1-6 Metal Plates |
| ▪ Firing Position | Standing, Sitting or Kneeling |
| ▪ Protection | Ear & Eye (Mandatory) |
| ▪ Miscellaneous | Shooting Support Table (Optional)
Spotter Scope (Optional) |
| ▪ Supervisory Staff | Range Safetyman & Operator |

ARCHERY SAFETY RULES

- NEVER point a bow and arrow at another person.
- NEVER shoot an arrow straight up into the air. You can end up hitting another person or yourself.
- NEVER shoot an arrow off into the distance where you cannot see where it will land. Again, you could end up hitting another person.
- Only shoot arrows at designated target provided.
- Broad-head arrows are prohibited.
- If you are shooting wooden arrows, check them regularly for cracks. If one is found cracked, report it to the Range Staff for it to be broken immediately, to insure that it will not be accidentally used. Shooting a cracked arrow can result in its breaking and causing painful injury to the shooter.
- Check your bow regularly for cracks or twisting. If in doubt, have it checked by the Range Staff before shooting it any more.
- Don't draw a bowstring back further than the length of the arrow for which it is intended. Overdrawing can break the bow and injure the shooter in the process. There is an old saying that a fully drawn bow is 7/8 broken!
- Don't draw the string back except with an arrow on it and, especially, don't release the bowstring with no arrow on it. Doing so is called dry firing and can damage the bow.
- At the Archery Range, the only safe place is behind the shooting line. Never shoot an arrow until you are positive that no one is in front of you or behind the targets. Conversely, don't stand in front of a bow while it is being shot, even if you are to one side of the shooter.
- Wait for a verbal approval from the Range Staff before starting to shoot.
- Arrows should only be knocked on the shooting line and pointed in the direction of the targets.
- After you are done shooting, wait for the word: CLEAR from the Range Staff before going down range toward the targets to retrieve your arrows.
- WALK, don't run toward the targets. Remember that the arrows are sticking out and can injure you.
- When pulling arrows out of a target, stand to one side and insure that no one is directly behind you.
- Carefully follow the instructions given by the Range Staff.

ARCHERY RANGE

- | | |
|---------------------|-----------------------|
| ▪ Range | Outdoor |
| ▪ Target System | Conventional |
| ▪ Weapon Type | Longbow & Crossbow |
| ▪ Arrow | Field Tips only |
| ▪ Load | Single Arrow |
| ▪ Target | Single, Paper 18"X18" |
| ▪ Firing Position | Standing only |
| ▪ Protection | Armguard (Optional) |
| ▪ Supervisory Staff | Range Safetyman |