

RESTRICTED

**ARMY GOLF CLUB (AGC)**  
**DHAKA CANTONMENT**

**MEMBERSHIP PROCEDURE**

1. **General.**

- a. Members of Army Golf Club shall consist of:
  - (1) All persons who are full members of AGC and who have not subsequently ceased to be full member or who has been readmitted.
  - (2) All Founder Members and life Members of AGC who have been decided/ selected as such by EC and who have not subsequently ceased to be members.
  - (3) All Corporate members initially nominated by concerned companies/ corporate houses and thereafter nominated time to time.
  - (4) All others miscellaneous members including Single Spouse, Single Lady and Dependent members and who have not subsequently ceased to be members.
- b. All Founder Members are considered Life and Full Members.
- c. Life members and Honorary Members shall be selected by the EC.
- d. Only Full Members shall have voting rights in decision making meeting, proposing, seconding or selecting the member of EC.
- e. All Ex Chief Patron of AGC shall be regarded as Honorary Life Members of AGC.
- f. All Ex President and Ex Senior Vice Presidents of AGC shall be regarded as Honorary Life Members of AGC.
- g. All present Presidents of other Golf Clubs shall be regarded as honorary members of AGC.
- h. Present Senior Vice President of KGC shall be regarded as honorary member of AGC.

2. **Definition of Terms.**

- a. **Use Club Member (UCM).** It is a transitional status given to those who apply for permanent membership. During this period all golf related tests are completed with respect to the applicant. Only UCM (Except his/her family members) will be eligible to enjoy all facilities of the club less playing golf. UCM period will be maximum for 6 months. Subscription for UCM will be at higher rate than Permanent Members.
- b. **Permanent Member.** A UCM, when awarded with permanent membership by the club, will have his or her name endorsed in the BGF handicap software.
- c. **Dependant Member.** Dependants (Spouse and Children) of a permanent member shall enjoy equal privileges i.e. golfing and club services. **Age limit** for this category **of 25 years**. They will be (spouse and children) issued with membership card. Dependants of UCM will not be **eligible** for such privileges. For golfing, they will have to undergo same procedure to achieve handicap.
- d. **Security Clearance.** Security clearance from Directorate General of Forces Intelligence will be prerequisite for becoming member of Army Golf Club. Without security clearance UCM (including spouse and children) can not use any club facilities.

3. **Categorization of Membership.**

a. Categorization of membership distantly differs in the rights and privileges of the members. However, additional to some special category of membership, following are the categories of permanent membership:

- (1) Defence Members
- (2) Civil Government Officials
- (3) Local Bangladeshi
- (4) Children of Members.
- (5) Corporate
- (6) Single Spouse (Widow of Member).
- (7) Single Lady
- (8) Diplomat/Non- Diplomat (Permanent).
- (9) Special member (Minister/MP during the term of office).
- (10) Honorary Member (National and International with outstanding contribution in sports).

4. **Defence Members.** Following personnel may apply for full membership of AGC:

- a. Serving Defence Services Officers, Retired Defense Services Officers and MES serving/ retired officers of the rank of Major and above or equivalent.
- b. Retired Defence Services Officers of the Rank of Captain and below may apply for membership at the age of 30 and above.

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c. A Defence Services Serving Officer of the rank of Captain/equivalent may apply for full membership after attaining 25 years of age, if he/she was a dependent member of his/her defence parents.

5. **Civil Government Officers Members.** Following personnel may apply for full membership of AGC:

a. Serving Civil Government Officers of the rank of Joint Secretary or equivalent and above are eligible for membership of AGC. Officers serving on contract basis or part time basis are not eligible. (Ref: 43<sup>rd</sup> EC Meeting Dated 11 Apr 2019)

b. Retired Civil Government Officers (Joint Secretary or equivalent and above) may apply for membership subject to prior approval of President.

c. Necessary security clearance from DGFI, would be prerequisite for becoming a member of AGC.

6. **Local Bangladeshi Members.** Following personnel may apply for membership of AGC:

a. Minimum age 30 years.

b. Must be a graduate.

c. The applicant should be a regular tax payer (minimum personal income tax return of BDT 1 lac per annum).

d. Senior management level officer of reputed Multi National and National Companies.

e. Chairman/ Managing Director/ Directors and Business Owners of reputed companies.

f. A company may be considered as reputed if it has a record of paying good amount as corporate taxes.

g. The applicant should have a clean CIB record. However, necessary clearance from DGFI would remain as a prerequisite.

7. **Diplomats/ Non-diplomat (Expatriate) Members.**

a. All Ambassadors, High Commissioners and Embassy Officials of the rank of Second Secretary and above.

b. Officers of the following Organizations:

- (1) World Bank
- (2) Asian Development Bank
- (3) UNICEF
- (4) WHO, UNDP and IDB etc.

c. Foreign National residing in Bangladesh and serving with valid work permit in any reputed private companies/ establishments/ projects (subject to clearance of DGFI).

8. **Temporary/ Honorary Members.**

a. **Temporary Members.** Temporary Membership may be extended to the following personnel:

- (1) Out station Defence Services Officers.
- (2) Applicants awaiting Full Membership.
- (3) Absentee members.

b. **Honorary Members.** Honorary Membership may be rendered to any distinguished/ specially nominated person as decided by EC.

9. **Corporate Members.** Prestigious corporate houses may apply for one, two, three or four members corporate membership. Members nominated by the corporation would be entitled to avail the club facilities and they can be replaced with new incumbent as per the terms and conditions of club membership. This facilities will be provided to those corporate houses who have made minimum contribution of BDT 1 million per annum under corporate social responsibility (this clause is applicable for local corporate houses).

10. **Miscellaneous Membership.**

a. **Single Spouse Membership.**

(1) After the demise of any honorable member, his/her spouse would be awarded with '**Single Spouse' membership** if the spouse applies in 01 (one) year time. Minor children (as per club record) of the deceased member will be considered as dependent members up to 25 years of age.

(2) Golf playing dependent members, who have already crossed 25 years of age and were waiting to apply for full membership at a discounted rate, may be allowed to apply within one year from the date of demise of the member concerned as of prescribed age and entrance fee.

(3) If a '**Single Spouse'** member expires, his/her dependent members will continue to avail above mentioned facilities.

b. **Single Lady Membership.** For encouraging ladies to play golf in maximum number, Single Ladies may be admitted by EC as Single Lady Member. As Single Lady Member, her spouse and children are not allowed to use club facilities.

c. **Dependent Members.**

(1) **Spouses of Members.** Spouses of the members irrespective of age can become member of the club without paying additional entrance fee till the member is alive or his/ her membership remains valid.

(2) **Children of Members.**

(a) Children of the members can remain dependent members from 7 years up to the age of 25 years. After 25 years of age only the playing dependent members may apply for membership as a local Bangladeshi. Minimum age for dependent members to apply should be 25 years. Entrance fee and age limit for dependent members should be as under:

Ser	Age Limit	Entrance Fee for Children Members (Taka)	
		Defense Service Member (Serving & Retired)	Civil Members
1.	Up to 28 years	25,000.00	2,00,000.00
2.	Above 28 years and up to 30 years	40,000.00	3,00,000.00

(b) Application for full membership of the Children over 30 years of age will not be considered.

(c) Dependent (children)-turned regular members will avail all the facilities like a regular member except that their dependents will not be offered regular membership at discounted rate

(d) Female dependent members (irrespective of her age) once married, will cease to be a dependent member any more.

d. **Civilian officers Serving in Defence Services.** Civil officers equivalent to Grade-2 staff officers who are paid out of defence budget are eligible for membership upon consideration of the President, AGC at Defence Services Officer rates of fees. However, officer of Trust Bank, Sena Kollyan Sangstha or Civil officers of similar establishments are eligible for membership as Local Bangladeshi/ Corporate.

11. **Membership Procedure.**

a. **General Outline.** Application for the category of non defence membership of any golf club should be routed through the Balloting Committee. In case of defence members, it should be initiated administratively through Note Sheet. Every member will become a UCM first, thereafter will become permanent member through achieving certain qualifications.

b. **Sequence of Actions.**

(1) **Submission of Application.** Any person aspiring to be a member will apply in prescribed Membership 'FORM' and to be submitted to the club office along with all the required documents and membership fee (crossed cheque/Bank Draft). Upon receipt of all prerequisites and the receipt of membership fee in the club fund, applicants will be considered for the next level.

(2) **Grant of UCM.** Applications for Defence category will be scrutinized and dealt with administratively by the President or any one on his behalf for allotting UCM. All other categories will be routed through the Balloting Committee for acceptance as UCM. Applicants from both the categories shall be short listed as potential member and will be issued with UCM. Except serving Defence Officers, all other applicant must be security cleared from DGFI before awarding UCM. Membership fee will be refunded to unaccepted applicants within 7(Seven) working days. Children of UCM will not be allowed to apply for club membership until permanent membership is obtained by his/her parents.

(3) **Procedure for Permanent Membership.** Transition from UCM to Permanent Membership will depend on attainment of minimum handicap and qualifying in tutorial test pertaining to basics of golf rules, custom and etiquettes. Failing to qualify in any one of these prerequisites, will not qualify him/her for permanent membership. Time stipulated for these qualifications for a UCM is 6 (six) months, thereafter the procedure will restart. Membership fee for those not willing to continue with the process will be refunded and the procedure will terminate. Details are as following.

(a) **Security Clearance.** Procedure for security clearance will be automatically undertaken by the club authority. No one can become a member without security clearance. Clarifications if any required related to security clearance will handled by the applicant himself. Failure to get a clearance will terminate the membership procedure and the applicant will be refunded his/her membership fee.

(b) **Handicap Test.**

(i) If UCM is a beginner, he/she will be grouped with a coach and will undergo a planned training programme in the range for a minimum of 40 hours in 8-10 weeks duration. Every event of the training will be recorded in a Range Practice Record Sheet (RPRS). RPRS is attached as annexure A. The training will be followed by three tests (if recommended by the coach) by the club Executive, Handicap Committee, Club Captain/or nominated on his behalf (Each test is a round of 09 hole golf). These tests will determine UCMs acceptability in the course from the perspective of safety of members and damage of course. Test request will be initiated from the coach on the specified club "FORM" i.e. "UCM Test Recommendation From (UTRF)".

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UTRF is attached as annexure B. If UCM qualifies in all test, a provisional Handicap will be issued. So that he/she can play in the course. The provisional handicap will be confirmed after depositing 20 x 9 hole and 10 x 18 hole cards. If UCM is found not suitable, he/she will have additional practices in the range and prepare for subsequent test. UCM period of 06 months may be increased by the Club Authority if one cant not obtain the Handicap.

(ii) A UCM already having a home handicap recorded in the BGF may not be required to appear for a handicap test.

(iii) A UCM who does not possess any home handicap but claims to be a regular practitioner (certified as regular player by minimum a CEO/equivalent level club executive), will also be grouped with a coach. The range practice in this case may be exempted and can be allowed for test (if recommended by the coach) as designed for a beginner.

(c). **Golf Tutorial Test.** Concurrent to range training a UCM will be required to qualify in the test on basics of golf rules and etiquettes. In this connection clubs should arrange tutorial sessions and declare dates for test.

(d). **Grant of Permanent Membership.** On completion of Security Clearance, Handicap Test (granted with provisional handicap) and Golf Tutorial (qualified in test), club Administration will initiate the procedure for permanent membership through Permanent Membership Processing FORM (PMPF). PMPF is attached as annexure C.

A UCM having handicap (previous or achieved through test) and qualified in Golf Tutorial may be allowed to play in the course as UCM while his/her permanent membership is in process.

(e). **Interview with the Golf/Club Captain.** Any UCM/Permanent member if allowed to play in the course will come for the interview of the Golf/Club Captain once before they start playing in the course. Club will arrange this the meeting with Golf/Club Captain.

c. All individual willing to become member of Army Golf club would collect a prescribed Membership FORM from the Chief Executive Officer paying Tk. 200.00 (Two hundred) in cash for defence services officers, Tk. 300.00 (Three hundred) for Govt civil officers and Tk 500.00 (Five hundred) for Civilians.

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- d. The Membership FORM must be deposited to the Club Secretariat with the following documents:
- (1) A Cross Check in favour of Army Golf Club with applicable amount.
  - (2) Proposal FORM and description FORM duly filled up and signed by the applicant.
  - (3) Recent photograph of the applicant (05 copies passport size and 02 copies stamp size)
  - (4) Certified true copy of the current income tax return.
  - (5) Certified true copy of valuation of Income Tax Return submitted to the Income Tax authority.
  - (6) Certified true copy of paid Income Tax Challan.
  - (7) Recommendation from a permanent member of AGC.
  - (8) Photocopy of National ID Card/Passport.
  - (9) Photocopy of Birth Registration Certificate.
  - (10) Photocopy of Educational Qualification Certificate (To be attested by Gazetted Officer)

12. **Procedure for Security Clearance.** Security clearance from DGFI to be obtained for all applicants except serving military officers. On receipt, the applications are placed before the Balloting Committee for interviewing the applicants (Interview will be held once in three months). After interview, club office forwards the particulars of the selected applicants duly signed by the President of the Club for security clearance to DGFI. Upon receipt of security clearance, the applications are placed before the President through a Note Sheet for final approval for awarding UCM or permanent membership, as applicable.

13. **Membership Fee.** The applicants must pay the full amount of Membership Fee as decided by Executive Committee at a time to become the member of the Club. The Membership Fee is not refundable.

14. **Membership Card.** After becoming a member of AGC, Identity Card to be obtained by the members as soon as possible.

15. **Criteria for Proposer for the Applicant of AGC Membership.**

- a. A proposer should be a full member of AGC. UCM Members can not be a proposer.
- b. Applicant should be well known to the proposer.
- c. Applicants are advised not to chose or nominate Ministers/ Advisors or any persons as a proposer who will not be able to attend the Balloting Committee meeting.
- d. Members of Balloting Committee should not be nominated as a proposer.



16. **Membership Cancellation and Reinstatement Policy for Non-payment of Monthly Subscription.**

a. **Membership on Hold.** A permanent or temporary member who has not paid his/her monthly subscription for consecutive 12 (Twelve) months; his/her membership will be “**On Hold**”. Concern member will be notified by club authority through letter/mail/SMS. If the member pays all his/her dues before entering into “**Suspension**” status; his/her membership will be automatically reinstated.

b. **Membership on Suspension.**

(1) A defence member (permanent or temporary) who has not paid his/her monthly subscription for consecutive 18 (eighteen) months; his/her membership will be “**Suspended**”. Concern member will be notified by club authority through letter/mail/SMS.

(2) A civil member (permanent or temporary) who has not paid his/her monthly subscription for consecutive 12 (twelve) months; his/her membership will be “**Suspended**”. Concern member will be notified by club authority through letter/mail/SMS.

(3) In both the cases of (1) and (2) the membership can be reinstated by President AGC, if the concern member applies sufficiently explaining his/her reasons within 24 (twenty four) months from date of suspension, along with paying all his/her dues and 20% of the present membership fees of his/her category.

c. **Cancellation of Membership.**

(1) Suspended member if not applied for reinstatement within 24 (twenty four) months from date of suspension; his/her membership will be automatically “**Cancelled**” by President AGC.

(2) Membership once cancelled, such person will not be eligible to apply for fresh membership.

d. **Exception/ Deviation from this Policy.** Any deviation from this policy can only be done in exceptional case with prior approval from Executive committee. Executive committee preserve the right/authority to make exception to this policy.

17. **Absentee Membership Policy of AGC**

a. "Absentee Members", being those who have notified the Club Secretariat of their intention of being absent from Dhaka from a given date for period of over 12 months. They must notify the club Secretariat in writing of their return. Failure to notify the club Secretariat of the actual date of return to Dhaka shall not absolve members from liability for the subscription payable from the actual date of return.

Provided always that an absentee member who returns to Dhaka for any short period or period not exceeding in all 30 days in any one financial year for reasons of business or other necessity while posted on the absent list of members shall not cease by virtue thereof to be an absent member and any such absent member who makes use of the club during the said period shall only be liable to pay the subscription as may be applicable.

b. A member proceeding to abroad for tour of duty more than 01 year must deposit a photocopy of Passport, Visa and related travel/official documents for authenticity of his temporary movement from the club.

c. An absentee membership will be valid highest for 01 year. For any subsequent extension desirous members have to apply on/before expiration of his/her absentee membership period. Failing to apply immediately on/before expiry of duration, he/she will liable to pay regular subscription.

d. A UCM will not be able to apply for absentee membership within one year.

e. Any UCM defence service member posted to UN Mission or military course (more than 09 months) may get the status of absentee membership.

18. **Deviation from this Policy.** Any deviation from this policy can only be done in exceptional case with prior approval from Executive committee/President of the Club.