



BYE-LAWS
of
CHAPTER SARVOTHAMA
No. 86
COCHIN

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4) Any subscribing member who resides permanently outside the District of Ernakulam can by application in writing or in open Chapter put himself on the Non-Resident list and will be called upon to pay Chapter subscription accordingly.

5. However, if while on Non-Resident list a member attends a Chapter convocation or remains for one month or more within the District of Ernakulam, he shall in either case pay the subscription of a Resident Member.

6. Honorary members are those elected, as such, for services rendered to Freemasonry in general or to the Chapter in particular (Rule 14 of the Book of Constitution). Honorary Members shall pay no admission fees or contributions of any kind and shall not be eligible to vote or hold office.

II DUES

- 1) Every resident member shall pay in advance Rs.100/- per year as subscription.
- 2) A Non-Resident Member shall pay in advance a subscription of Rs. 60/-per annum.

II CONVOCATIONS

1) The Regular Convocations of the Chapter shall be held at the KODER Hall, Cochin, on the last Saturday in the months of January, April, July and October, at such hour as the principals decide.

2) Emergency convocations may be convened at any time as per Rule 116 of the Book of Constitutions. ^{R.A.} ~~Regulations~~ 63

3) All Summons will be circulated by the Scribe "E" at least seven days previous to the day of regular convocation and as soon as possible in case of emergency.

IV ELECTION & INSTALLATION

1) The 3 Principals, Treasurer and Janitor shall be elected at the Regular convocation in January. The three principals-elect shall be installed at the regular convocation in April.

V STANDING COMMITTEE

1) An annual committee shall be constituted at the Installation Meeting consisting of the three

Principals, Immediate Past Principal, Scribe 'E', D of C, Treasurer and all other Past Principals of the Chapter Sarvothama and 2 companions who do not hold any office and elected by the Chapter.

2) The duties of the Committee shall be :

- a) To scrutinise the quarterly financial statement prepared by the Treasurer.
- b) To enquire into the eligibility of every candidate proposed for admission
- c) To take an inventory of the Chapter property and report on its conditions.
- d) To present the annual report at the Installation Meeting.
- e) To consider and suggest any matter tending to promote the welfare of the Chapter.

VI AUDIT COMMITTEE

1) A committee of two, who are not members of the Standing Committee, shall be elected by the Chapter at the Installation Meeting for auditing the accounts of the year. The audited statement shall form part of the Annual Report.

VII TREASURER

- 1) The Treasurer shall collect all moneys payable to the Chapter and deposit them in a Bank approved by the Chapter and in the name of the Chapter. He shall make payments for current routine expenses with the permission of the First Principal.
- 2) The disbursement of any amount exceeding Rs 100/- otherwise than for routine expenses, requires the previous sanction of the Chapter, under notice.
- 3) All cheques must bear the signature of the Treasurer and, unless the Chapter resolves to the contrary, of at least one other member authorised by the Chapter.
- 4) The Treasurer shall close the Chapter accounts once every quarter, at the end of March, June, September and December and such accounts shall be laid before the Standing Committee for examination with a list of members in arrears with their dues.

5) The Treasurer shall draw up an annual statement of accounts showing the receipt and expenditure and balance in cash, securities etc. for the year ending 31st March which when audited and found correct by the Audit Committee shall be signed and placed before the Chapter at the Installation Meeting in April.

VIII SCRIBE 'E'

1. The Scribe 'E' shall be in charge of the Chapter seal and records and books other than the account books maintained by the Treasurer. He shall conduct all general business and correspondence of the Chapter under the orders of the Principal.

2) All letters from Members of the Chapter shall be addressed to the Scribe 'E'. The Scribe 'E', shall issue Summons for all meetings, take proper minutes of all the proceedings of the Chapter, receive all petitions, memorials, etc. and place them before the Principal.

IX ADMISSION RIGHTS ETC OF MEMBERS

1) EXALTATION

a) Before a candidate is proposed for exaltation, joining, or rejoining his proposal form, duly filled in proposed and seconded, shall be furnished to the Secretary. *Scribe E*

b) The proposal shall be referred to the Standing Committee for enquiry and report before the proposal is made in open Chapter at a Regular Convocation or in writing to the Scribe 'E'.

c) The ballot shall be taken at the convocation following that at which proposal is made in open Chapter. If the ballot is not so taken the proposal shall lapse.

d) Three black balls shall exclude a candidate and any one so rejected shall not be proposed again until 6 months after the date of his rejection.

e) As collective ballot is irregular, separate ballot for each candidate will be taken.

2) RIGHT TO VOTE ETC

a) Any member of the Chapter, who is in default in the payment of his subscription for six months after its becoming due, shall be debarred from exercising the rights of voting, proposing or seconding candidates and being appointed or elected to any office.

b) A member in debt to the Chapter to the extent of 24 months' subscription is liable to be excluded after due notice in accordance with Rule 75 of the Book of Constitution. *R.A. Regulations*.

c) If the subscription of the Chapter remains unpaid for two full years, at the expiration of that period he shall cease to be a member of the Chapter and that fact shall be reported in the open Chapter at its regular convocation and recorded in the minutes. In either case he can become a member again only by payment of the arrears followed by regular proposition and ballot according to Rule 70 of the R. A. Regulations.

3) VISITORS

a) A member of the Chapter may invite visitors who are Freemasons and satisfy the provisions in Rule 104 of the Book of Constitution, to Chapter convocations with the permission of the First Principal.

X. FEES

1) The following shall be the fees payable to Chapter:

1. For exaltation Rs 500 00
2. For joining or rejoining from the Indian Constitution Rs. 250 00
3. For joining from a recognised constitution Rs. 350.00

2) FEES OF HONOUR

- a) The First principal shall pay on Installation a fee of Honour to the Charity Fund Rs. 100/-
- b) The Second and Third principals on first investment shall pay a fee of Honour to the Charity Fund Rs. 50/-

RESIGNATION

Any member wishing to resign must do so in open Chapter or letter addressed to the Scribe when all his dues being fully paid up, he shall be furnished with a clearance certificate.

BYE-LAWS

Bye-Laws of the Chapter shall be read at least once in a year in open Chapter.

No alteration or addition to these Bay-Laws may be made unless the same is duly proposed and seconded in open Chapter at a Regular convocation and included in the agenda for the next convocation at which the amendment or alteration shall be confirmed and then applied for due approval of M.E. The Grand Superintendent and M.E. The First Grand Principal.

Passed on..... *adopted* in.....
Confirmed on..... 7/10/1986

E. Comp. S. B. Rao	Fouuder Z
E. Comp. Himatlal M.	Founder H
E. Comp. A. V. Govindan	Fouuder J
E. Comp. D. A. Kamath	Founder Scribe E

Dated this 7th Day of September 1988
at Koder Hall, Cochin-1.

Approved by Regent from Nashe

V. D. S. R. G. M.
8/10/88

Approved by M.E. The ~~Second~~ First Grand Principal.

H. P. Gupta
Grand Secretary
23-12-1988

ADM

Initials?
New Governor
D. A. Kamath