



23 MAY 2016

Lodge Deepam No.448
(Grand Lodge of India)
Tiruvannamalai

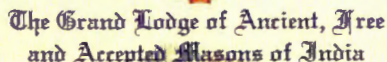
Warranted on

Monday the 20th December 2016
corresponding to 30th Day of Agrahayana 1938
Saka Era

Consecrated on

Wednesday the 28th December 2016
corresponding to 7th Day of Pausa 1938
Saka Era

BYE-LAWS



Harcharan Singh Ranauta

Recipient of the Order of Service to Masonry
Grand Master

of the Most Ancient and Honourable Fraternity of Free and Accepted Masons of India

Send Greetings:

[illegible]

Lodge Deepam No.448

[illegible][illegible]


AND WE DO REQUEST you to cause all such Reports and Representations and also get account of the proceedings in your Factory to be entered in a Book to be kept for that purpose. And you are to see that to send in to us or our Successors Annual Returns or to our Deputy Assistants within the time being at least once in every year, of the Members of your Factory and the Names and descriptions of all Persons employed therein and whether they shall have brought the same with the loss and ransom payable thereon.

26. BEING ONE HALF and Intention that this ONE HARRANE ON COMSECURE30N shall continue in force as long only as you shall conform to the Rules and Regulations of our Grand Lodge. And you the said Independent Lodge are hereby required no more as conclusively may be to send an Acknowledgment in writing of this paper shall be done by virtue of these Presents.

6375N makes one loop and end of the Great Ridge at N. 20° long 22° long of 2000, 2010, 2020, 2030, 2040, 2050, 2060, 2070, 2080, 2090, 2100, 2110, 2120, 2130, 2140, 2150, 2160, 2170, 2180, 2190, 2200, 2210, 2220, 2230, 2240, 2250, 2260, 2270, 2280, 2290, 2300, 2310, 2320, 2330, 2340, 2350, 2360, 2370, 2380, 2390, 2400, 2410, 2420, 2430, 2440, 2450, 2460, 2470, 2480, 2490, 2500, 2510, 2520, 2530, 2540, 2550, 2560, 2570, 2580, 2590, 2600, 2610, 2620, 2630, 2640, 2650, 2660, 2670, 2680, 2690, 2700, 2710, 2720, 2730, 2740, 2750, 2760, 2770, 2780, 2790, 2800, 2810, 2820, 2830, 2840, 2850, 2860, 2870, 2880, 2890, 2900, 2910, 2920, 2930, 2940, 2950, 2960, 2970, 2980, 2990, 3000, 3010, 3020, 3030, 3040, 3050, 3060, 3070, 3080, 3090, 3100, 3110, 3120, 3130, 3140, 3150, 3160, 3170, 3180, 3190, 3200, 3210, 3220, 3230, 3240, 3250, 3260, 3270, 3280, 3290, 3300, 3310, 3320, 3330, 3340, 3350, 3360, 3370, 3380, 3390, 3400, 3410, 3420, 3430, 3440, 3450, 3460, 3470, 3480, 3490, 3500, 3510, 3520, 3530, 3540, 3550, 3560, 3570, 3580, 3590, 3600, 3610, 3620, 3630, 3640, 3650, 3660, 3670, 3680, 3690, 3700, 3710, 3720, 3730, 3740, 3750, 3760, 3770, 3780, 3790, 3800, 3810, 3820, 3830, 3840, 3850, 3860, 3870, 3880, 3890, 3900, 3910, 3920, 3930, 3940, 3950, 3960, 3970, 3980, 3990, 4000, 4010, 4020, 4030, 4040, 4050, 4060, 4070, 4080, 4090, 4100, 4110, 4120, 4130, 4140, 4150, 4160, 4170, 4180, 4190, 4200, 4210, 4220, 4230, 4240, 4250, 4260, 4270, 4280, 4290, 4300, 4310, 4320, 4330, 4340, 4350, 4360, 4370, 4380, 4390, 4400, 4410, 4420, 4430, 4440, 4450, 4460, 4470, 4480, 4490, 4500, 4510, 4520, 4530, 4540, 4550, 4560, 4570, 4580, 4590, 4600, 4610, 4620, 4630, 4640, 4650, 4660, 4670, 4680, 4690, 4700, 4710, 4720, 4730, 4740, 4750, 4760, 4770, 4780, 4790, 4800, 4810, 4820, 4830, 4840, 4850, 4860, 4870, 4880, 4890, 4900, 4910, 4920, 4930, 4940, 4950, 4960, 4970, 4980, 4990, 5000, 5010, 5020, 5030, 5040, 5050, 5060, 5070, 5080, 5090, 5100, 5110, 5120, 5130, 5140, 5150, 5160, 5170, 5180, 5190, 5200, 5210, 5220, 5230, 5240, 5250, 5260, 5270, 5280, 5290, 5300, 5310, 5320, 5330, 5340, 5350, 5360, 5370, 5380, 5390, 5400, 5410, 5420, 5430, 5440, 5450, 5460, 5470, 5480, 5490, 5500, 5510, 5520, 5530, 5540, 5550, 5560, 5570, 5580, 5590, 5600, 5610, 5620, 5630, 5640, 5650, 5660, 5670, 5680, 5690, 5700, 5710, 5720, 5730, 5740, 5750, 5760, 5770, 5780, 5790, 5800, 5810, 5820, 5830, 5840, 5850, 5860, 5870, 5880, 5890, 5900, 5910, 5920, 5930, 5940, 5950, 5960, 5970, 5980, 5990, 6000, 6010, 6020, 6030, 6040, 6050, 6060, 6070, 6080, 6090, 6100, 6110, 6120, 6130, 6140, 6150, 6160, 6170, 6180, 6190, 6200, 6210, 6220, 6230, 6240, 6250, 6260, 6270, 6280, 6290, 6300, 6310, 6320, 6330, 6340, 6350, 6360, 6370, 6380, 6390, 6400, 6410, 6420, 6430, 6440, 6450, 6460, 6470, 6480, 6490, 6500, 6510, 6520, 6530, 6540, 6550, 6560, 6570, 6580, 6590, 6600, 6610, 6620, 6630, 6640, 6650, 6660, 6670, 6680, 6690, 6700, 6710, 6720, 6730, 6740, 6750, 6760, 6770, 6780, 6790, 6800, 6810, 6820, 6830, 6840, 6850, 6860, 6870, 6880, 6890, 6900, 6910, 6920, 6930, 6940, 6950, 6960, 6970, 6980, 6990, 7000, 7010, 7020, 7030, 7040, 7050, 7060, 7070, 7080, 7090, 7100, 7110, 7120, 7130, 7140, 7150, 7160, 7170, 7180, 7190, 7200, 7210, 7220, 7230, 7240, 7250, 7260, 7270, 7280, 7290, 7300, 7310, 7320, 7330, 7340, 7350, 7360, 7370, 7380, 7390, 7400, 7410, 7420, 7430, 7440, 7450, 7460, 7470, 7480, 7490, 7500, 7510, 7520, 7530, 7540, 7550, 7560, 7570, 7580, 7590, 7600, 7610, 7620, 7630, 7640, 7650, 7660, 7670, 7680, 7690, 7700, 7710, 7720, 7730, 7740, 7750, 7760, 7770, 7780, 7790, 7800, 7810, 7820, 7830, 7840, 7850, 7860, 7870, 7880, 7890, 7900, 7910, 7920, 7930, 7940, 7950, 7960, 7970, 7980, 7990, 8000, 8010, 8020, 8030, 8040, 8050, 8060, 8070, 8080, 8090, 8100, 8110, 8120, 8130, 8140, 8150, 8160, 8170, 8180, 8190, 8200, 8210, 8220, 8230, 8240, 8250, 8260, 8270, 8280, 8290, 8300, 8310, 8320, 8330, 8340, 8350, 8360, 8370, 8380, 8390, 8400, 8410, 8420, 8430, 8440, 8450, 8460, 8470, 8480, 8490, 8500, 8510, 8520, 8530, 8540, 8550, 8560, 8570, 8580, 8590, 8600, 8610, 8620, 8630, 8640, 8650, 8660, 8670, 8680, 8690, 8700, 8710, 8720, 8730, 8740, 8750, 8760, 877

(V.K.Gupta)
Grand Secretary




(Harcharan Singh Ranauta)
Grand Master

BYE-LAWS

OF

Lodge Deepam No.448

Tiruvannamalai

The Bye Laws of Lodge Deepam No.448, framed under Rule 111 of the Book of Constitutions of The Grand Lodge of India. Lodge Deepam No.448 is warranted under The Grand Lodge of India on Monday the 20th December 2016 corresponding to 30th Day of Agrahayana 1938 Saka Era and consecrated on 7th Day of Pausa 1938 Saka Era corresponding to Wednesday the 28th December 2016.

1. MEMBERS

The Members of the Lodge shall comprise of four classes viz: *RESIDENT, NON-RESIDENT, HONORARY AND LIFE MEMBERS.*

- 1.1 *RESIDENT MEMBERS* are those who reside within the District of Tiruvannamalai. A distance of about 30 kms outside the border of the said district can be treated as those residing within the district as an exception. All Founder Members will be Resident Members and can opt to change their classification as Non Resident

Members after 5 years (from the date of consecration) of continuous membership. Founder Members fees will amount to Rs.6,000.00 plus a contribution of Rs.1,500.00 if they are appointed to any Office as a Founder Officer.

1.2 *NON-RESIDENT MEMBERS* are those who ordinarily reside beyond the limits as explained in (i) above and will be placed on the "Non-Resident" list. An officer of the Lodge is excluded from Non-Resident category. Any Non-Resident member can request the Secretary to treat him as a Resident member and also any class of member will automatically get categorized as Resident Member if he holds an office in that year. The revised subscription shall apply from the ensuing financial year. Any non-resident member who reside for three months and above as per item (1) shall be brought back as Resident Member automatically.

1.3 *HONORARY MEMBERS* are those who are elected, as such, for services rendered to Masonry in general or to this Lodge in particular. Honorary Members elected by virtue of their Office continue until they hold Office.

1.4 *LIFE MEMBERS* are those who are members of the Lodge as per (1.1 or 1.2 above) and have


Grand Secretary


Approved by
R.W. The Regional Grand Master

Place : Chennai
Date : 28th December 2016

Sd/-
Approved by
M.W. The Grand Master


Grand Secretary

Place : New Delhi
Date : 24th January 2017

14.2 In the event of any abrogation, amendment or revision of any Bye Law or Bye Laws, the *SECRETARY* shall provide each Member with a copy thereof after obtaining approval from the R.W. The REGIONAL GRAND MASTER of the Regional Grand Lodge of Southern India and the M.W. The GRAND MASTER of the Grand Lodge of India. This may be circulated electronically if the Member so desires.


Every Member of the Lodge on his Initiation or Joining shall be presented with a copy of the Bye Laws and his acceptance thereof shall be deemed a pledge of his strict adherence and submission to the Rules contained therein.

The Lodge Bye Laws were Proposed, Seconded and duly approved and adopted in Open Lodge at its Consecration Meeting held on 28th December 2016 at Freemasons' Hall Chennai.


R.W. Bro. Jagannatha Rao Jayakar
Founder Worshipful Master


Bro. Mukundan Kavi Arasu
Founder Senior Warden


Bro. Amirthalingam Thiagarajan
Founder Junior Warden


Bro. Conjeevaram Ponhusamy Rajmanickam Kamaraj
Founder Secretary


W. Bro. Ramamoorthy Swaminathan Iyer
Founder Treasurer

been a subscribing member of one or more Lodges continuously for 20 years and have attained the age of 60 years may become Life Member of The Lodge on payment of a lump sum subscription of Rs. 60,000.00, provided that the member with multiple membership of Lodges could become a Life Member in one of the Lodges of his choice. Such nomination / details would be required from those Lodges in which he is a subscribing member. Moreover the Dues as applicable from the Regional Grand Lodge of Southern India and The Grand Lodge of India shall be payable and will be applicable for each financial year.

2. MEETINGS

2.1 *REGULAR MEETINGS* There will be four Regular Meetings and shall be held in the months on the fourteenth day of Magha (February), Vaishaka (May), Shravana (August), and Kartika (November) in Tiruvannamalai.

2.2 *EMERGENCY MEETINGS* may be held in accordance with Rule 116 of the Book of Constitutions. The total expenses incurred for an Emergency Meeting including dispensation fee, if any, shall be defrayed by the brother brethren at whose instance the meeting is held or anyone else as per the decision of the Permanent Committee of the Lodge.


Grand Secretary

3. ELECTION

- 3.1 The *WORSHIPFUL MASTER* of the Lodge shall be elected annually (as per Rule 87 of the Book of Constitutions) by ballot or as per the Book of Points of Procedure & Protocol for the guidance of the members of the Craft as Published by The Grand Lodge of India and at the Regular Election Meeting in the month of Vaishaka Chathurdasi.
- 3.2 The *TREASURER* of the Lodge shall be elected by ballot or chosen by show of hands, annually, at the Regular Election Meeting in the month of Vaishaka Chathurdasi.
- 3.3 The *TYLER* of the Lodge shall be chosen by show of hands, annually, at the Regular Election Meeting in the month of Vaishaka Chathurdasi.

4. INSTALLATION

- 4.1 The Installation of the *WORSHIPFUL MASTER* and appointment & investiture of the other Officers of the Lodge shall take place at the Regular Installation Meeting in the month of Shravana Chathurdasi every year. Officers appointed but could not be invested can be done in successive two Regular meetings only and will lapse after the two regular meetings.


Grand Secretary

- 12.2 An inventory of the whole of the Lodge property shall be entered into a book, which will be countersigned by the *WORSHIPFUL MASTER* and his *WARDENS*. Such verification shall be reported in the immediate regular meeting after the Installation Meeting.
- 12.3 The Warrant, Banner, Collars, Jewels, Volumes of Sacred Laws belonging to the Lodge shall be in charge of the *WORSHIPFUL MASTER*, or such other officers as he may appoint.

13. CONSTITUTIONS

In respect of matters not specifically and expressly provided for in the Bye Laws, the Laws and Regulations of the Grand Lodge of India as embodied in the Book of Constitutions shall apply.

14. BYE-LAWS

- 14.1 It shall not be competent for the Brethren to abrogate, amend, add to or alter these Bye laws, unless the abrogation, amendment, addition or alteration shall have been duly proposed and seconded at one Regular Meeting, approved at the next Regular Meeting and thereafter confirmed at the following Regular Meeting of the Lodge, and approved by R.W. The *REGIONAL GRAND MASTER* of the Regional Grand Lodge of Southern India and subsequently by the M.W. The *GRAND MASTER* of the Grand Lodge of India.


Grand Secretary

SECRETARY are authorized to sign the cheques and operate the bank accounts.

10. EXCLUSION

Any Member whose Subscription for a period of six months or more remains unpaid shall be liable for Exclusion under the provisions of Rule 124 of the Book of Constitutions.

11. PROPOSITIONS

- 11.1 No motion shall be made or discussed in the Lodge unless it is mentioned in the Summons or unless in case of emergency or if the *WORSHIPFUL MASTER* so directs.
- 11.2 No question once decided in the open Lodge, shall be raised again for consideration without the permission of the Worshipful Master until three Meetings shall have elapsed since the last decision.

12. LODGE PROPERTY

- 12.1 Property of every description belonging to the Lodge shall be vested in the *WORSHIPFUL MASTER* and the *WARDENS* for the time being, in trust for the Lodge, except as may be otherwise provided.


Grand Secretary

5. ADMISSION & RETIREMENT OF MEMBERS

- 5.1 The proposal of every candidate for INITIATION, JOINING or RE-JOINING must be duly proposed and seconded in an open Lodge at a Regular Meeting as set forth in Rules 135 and 138 of the Book of Constitutions (B of C). The proposal shall be made in Open Lodge after the application / proposal forms duly filled by the Candidate as well as the proposer and seconder and should have appeared before & duly cleared by the Membership Committee and after the necessary fees shall be made and after the necessary fees have been received into the Bank Account. There can be a relaxation in the order of procedure (chronologically) during the consecration only.
- 5.2 No candidate shall be *INITIATED*, nor any *JOINING/REJOINING* Member be admitted, except by ballot strictly in accordance with the rulings of the Grand Lodge of India and as prescribed in the BOC or by communications from the Grand Board of General Purposes from time to time such as and similar to Book of Points of Procedure & Protocol for the guidance of the members of the Craft as Published by The Grand Lodge of India. However, if the Worshipful Master is of the opinion that a mistake may have occurred in the ballot, he may order a second


Grand Secretary

COMMITTEE upon the character, qualifications and the general desirability of the candidates proposed for membership in the Lodge for consideration by the *PERMANENT COMMITTEE*.

- ### 8.3 AUDIT COMMITTEE

The Lodge shall annually elect at the Installation Meeting an *AUDIT COMMITTEE* consisting of TWO (2) Members, as prescribed in Rule 129 of the Book of Constitutions, for the purpose of conducting the Audit of the Accounts of the Lodge. The *AUDIT COMMITTEE* shall meet along with the *PERMANENT COMMITTEE* in addition to the audit program. The *AUDIT COMMITTEE* also will look into the books & records of the *SECRETARY* as a guidance of the smooth working of the Lodge.

- ## 9. BANK ACCOUNTS

9.1 Suitable and necessary bank accounts shall be opened in the name of the Lodge in a scheduled or nationalized bank approved by a resolution in open Lodge as and when necessary.

9.2 All financial transactions of the Lodge shall be carried out by the *WORSHIPFUL MASTER*, the *SECRETARY* and the *TREASURER*. The *TREASURER* and either the *WORSHIPFUL MASTER* or the

V.K. Gupta
Grand Secretary

8.1.3 The *WORSHIPFUL MASTER* shall preside over the *PERMANENT COMMITTEE* Meetings. In his absence, the Immediate Past Master, or in his absence, any other Past Master who is a Member of the Committee shall preside over the Meeting.

8.1.4 In order to constitute a Meeting of the *PERMANENT COMMITTEE*, the quorum shall be five in which the Worshipful Master / Immediate Past Master and The Secretary need to be present.

8.1.5 All proceedings of the *PERMANENT COMMITTEE* shall be signed by the *WORSHIPFUL MASTER* and by the *SECRETARY*. The proceedings held during the Worshipful Master's absence shall be signed by the Past Master who presides over the meeting.

8.1.6 All matters that have been discussed shall be decided by a majority decision. In the case of a tie on any matter, the Presiding Officer shall have a Second or "Casting" vote.

8.2 MEMBERSHIP COMMITTEE

The Lodge shall annually elect at the Installation Meeting a *MEMBERSHIP COMMITTEE* consisting of THREE (3) Members for the purpose of considering and reporting to the *PERMANENT*


Grand Secretary

JOINING FEE Rs. 7,500/-
(from a Lodge NOT under
the Indian Constitution)

RE-JOINING Fee Rs.5,000/-

6.2 The Annual Subscription per RESIDENT MEMBER (payable in advance) is Rs. 2,500.00 plus Grand Lodge and Regional Grand Lodge dues as applicable.

6.3 The Annual Subscription per NON - RESIDENT MEMBER (payable in advance) is Rs.1,250.00 plus Grand Lodge and Regional Grand Lodge dues as applicable.

6.4 Out of the Annual Subscription / Initiation / Joining / Rejoining Fees from every member, 40% will be apportioned to the Development Fund, 10% to Charity Fund / Charitable Trust of the Lodge (if any) and another 10% towards Stewards Fund. The Balance 40% will be utilized for the running expenses of the Lodge. All types of Refreshment and Dining charges shall be payable by the Members partaking /attending on actuals for every Meeting and will not get reflected in the Books of Accounts of the Lodge. Except for the Charity Fund / Charitable Trust all other Funds will be in the General Fund Bank Account and accounted in the books of accounts of the Lodge under separate heads of account.


Grand Secretary

- 6.5 The Objectives of the Development Fund will be purely in building Assets of the Lodge. No consumable items can be purchased from this fund that may have a life span of less than five years. Preference may be given for expenses towards Land & Building that the Lodge will have an assured possession of at least twelve years. Contributions from non masons is also invited for this Fund without benefits of tax exemptions.
- 6.6 The Objectives of the Steward Fund would be to subsidize the expenses of invitees/dignitaries invited by the Lodge for special occasions like Masonic seminars, Masonic workshops, Masonic magazines & periodicals, or any such activities to promote Masonic education. Contributions from non masons is also invited for this Fund without benefits of tax exemptions.
- 6.7 Annual Subscription can be increased / decreased through a resolution in the Open Lodge duly proposed by the Permanent Committee or any member in the Open Lodge but shall be applicable only after approval from the Grand Lodge of India / Regional Grand Lodge of Southern India.
- 6.8 A Member whose Subscription remains unpaid till July 15th of the said year shall come under


Grand Secretary

8. LODGE COMMITTEES

8.1 PERMANENT COMMITTEE :

- 8.1.1 The *WORSHIPFUL MASTER*, the Immediate Past Master, the Senior Warden, the Junior Warden, the *TREASURER*, the *SECRETARY*, the Director of Ceremonies, the Senior and Junior Deacon and TWO Past Masters elected at the Installation Meeting shall constitute the *PERMANENT COMMITTEE* of the Lodge. The *PERMANENT COMMITTEE* shall meet at least once before each Regular Meeting. Every Meeting of the *PERMANENT COMMITTEE* shall have the *MEMBERSHIP & AUDIT COMMITTEES* to participate and have a common agenda to avoid increased number of Committee meetings. The *WORSHIPFUL MASTER* may invite a maximum of two Past Masters to attend the meetings only who will not propose / vote on any subject but provide the necessary suggestions / guidance.
- 8.1.2 It shall be the duty of the *PERMANENT COMMITTEE* to oversee the accounts in terms of receipts and payments, make arrangements for the meetings and consider all matters connected with the working of the Lodge, to inspect and check all the properties of the Lodge and report upon the general working of the Lodge.


Grand Secretary

He will provide the list of due / arrears of all the members to the Secretary on a monthly basis to ensure collection of the same by the *SECRETARY*.

7.3.3 The *TREASURER* shall make payments for ordinary expenses on the authority of the Worshipful Master or the Officer in charge of the Lodge.

7.3.4 The *TREASURER* shall be one of the authorized signatories of any bank account of the Lodge.

7.3.5 The *TREASURER* shall submit his accounts to the *PERMANENT COMMITTEE* and to the Lodge at its Regular Meeting. The details will essentially be opening and closing balances of the General Account and Charity Account and the details of receipt and payments of the said accounts in addition to the list of members due / arrears for the said financial year.

7.3.6 The *TREASURER* must prepare statement of Accounts up to 30th of June each year and submit the audited Statement of accounts to the Permanent Committee on or before the 20th of July for its consideration. The Financial year for the Lodge Administration will be 1st July to 30th June every year. The submission of the Statement of Accounts will be in the presence of *THE WORSHIPFUL MASTER & THE SECRETARY*.


Grand Secretary

automatic cessation as per Rule 124 of the Book of Constitutions. A reminder for the notice of cessation is recommended to be sent from the Secretary to the member by 1st June of the said year.

6.9 If a Brother is elected as the *TYLER*, he may be exempted from paying his annual subscription to the Lodge if he so desires. However, he shall be obliged to pay his Grand Lodge and Regional Grand Lodge dues. He may also be paid remuneration as decided by the Permanent Committee of the Lodge.

7. DUTIES OF OFFICERS

7.1 WORSHIPFUL MASTER

7.1.1 The *WORSHIPFUL MASTER* will rule the Lodge and shall preside at any and all Meetings of the Lodge including any Committee Meeting during his term of office as laid down in the Book of Constitutions. He has the right to convene any Meeting of the Lodge or its Committees and to decide on the "Agenda of Work" during any such Meeting.

7.1.2 The *WORSHIPFUL MASTER* shall be responsible for the administration and financial discipline of the Lodge. The Worshipful Master should


Grand Secretary

ensure that Both his wardens are present in the such Meetings / or their concurrence if not present.

7.2. SECRETARY

- 7.2.1 The *SECRETARY* of the Lodge shall conduct the general correspondence, issue Summons for all Meetings, record Minutes of the Proceedings, maintain in good condition the Membership Register, Declaration Book and all other records of / or belonging to the Lodge.
- 7.2.2 The *SECRETARY* shall dispatch Summons convening the meetings to all the Members of the Lodge so as to reach the members at least seven days before the date of such Meeting.
- 7.2.3 The *SECRETARY* along with the outgoing incumbent in the said office shall every year before the Installation Meeting of the Lodge, prepare an inventory of articles, books and records of the Lodge and sign the same, have the same counter-signed by the Worshipful Master and the Immediate Past Master and place the same before the *PERMANENT COMMITTEE* for its inspection and information.
- 7.2.4 The *SECRETARY* must read the proceedings of the *PERMANENT & MEMBERSHIP COMMITTEE* at every Regular Meeting of the Lodge.


Grand Secretary

- 7.2.5 The *SECRETARY* shall make payments in coordination with the Treasurer, for expense vouchers towards expenses incurred for the smooth running of the Lodge after due authorization by the Worshipful Master. It is best advisable to make out all the payments in the Permanent Committee meeting whereby such payments can be discussed and deliberated and can get the invisible authorization of the *PERMANENT COMMITTEE*.

- 7.2.6 The *SECRETARY* shall be the "Ex-Officio" Secretary to all Lodge Committees. He will maintain the minutes of all the Committees in addition to the Lodge Meeting Minutes essentially handwritten.

- 7.2.7 All letters and other communication in any form from the Members of the Lodge shall be addressed ONLY to the *SECRETARY*.

7.3. TREASURER

- 7.3.1 The *TREASURER* shall have charge of and responsible for all the moneys and account books of the Lodge.
- 7.3.2 The *TREASURER* shall receive all collections through or in the knowledge of the *SECRETARY* and remit the money in bank from time to time.


Grand Secretary