

**LODGE ANANTHAPADMANABHA No.280
TRIVANDRUM - KERALA**

BYE LAWS
(As Amended until 14/12/2013)

I. Members

1. The Lodge may have two classes of members, namely:
 - a. Members
 - b. Honorary Members
2. Honorary Members are those elected as such for services rendered to freemasonry in general or to the Lodge in particular as provided in Rule 142 of the Book of Constitutions. Honorary members shall not pay any admission fees or contribution of any kind and shall not be eligible to vote or hold office.
3. All members will communicate promptly their change of address to the Secretary.

II. Dues and Fees

4. a. Subscription payable to the Lodge shall fall due on the 1st of January of that year and shall be as follows:

Dues to GLI	Rs. 250
Dues to RGL	Rs. 300
General Fund	Rs. 740
Stewards' Fund	Rs. 460
Total	Rs.1,750

Dues to GLI/RGL are as fixed by GLI/RGL for the present and may vary in accordance with the amount fixed by GLI/RGL from time to time.

- b. Fee for initiation shall be Rs.7,000/- . This includes Initiation Fee Rs.1,500/-, Special contribution to Stewards' Fund Rs.4,000/-, Contribution to Reserve Fund Rs.1,000/- and for Regalia Rs.500/-.
- c. Fee for joining or rejoining from any Lodge of the Indian Constitution shall be Rs.1,000/-.
- d. Fee for joining from any other Recognised Constitution shall be Rs.1,500/-.

III. Fees of Honour

- 5. a. The Master and each Warden, on their first installation / investiture shall pay a Fee of Honour to the General Fund of Rs.50/- or such amount fixed by the GLI/RGL in this regard from time to time.
- b. Every Past Master who are officers of RGL and not officers of GLI shall pay a Fee of Honour to the General Fund of Rs.50/- or such amount fixed by the GLI/RGL in this regard from time to time.

IV. Meetings

- 6. The Regular Meeting of the Lodge shall unless otherwise decided by the Lodge be held at Trivandrum Masonic Hall, Mudavanmugal, Poojappura, Thiruvananthapuram on every Second Saturday of the month.
- 7. Emergency meetings may be convened at any time as per Rule 116 of the Book of Constitutions.
- 8. All summonses will be circulated by the Secretary at least seven days previous to the day of Regular Meeting and as soon as possible in case of emergency.

V. Elections and Installations

- 9. The Master, Treasurer and Tyler shall be elected at the meeting in December, the Master and Treasurer by ballot and the Tyler by show of hands.
- 10. The Master-elect shall be installed at the regular meeting in January every year.

11. No member whose dues are unpaid for one year shall be eligible to be appointed or elected to any office of the Lodge.

VI. Standing Committee

12. A Standing Committee shall be constituted at the Installation Meeting consisting of the Master, the Immediate Past Master, the two Wardens, Secretary, Assistant Secretary, Treasurer, Director of Ceremonies, Chaplain and four elected members consisting of two Past Masters and two Master Masons who do not hold any office in the Lodge during the year.
13. The duties of the Committee shall be:
 - a. To prepare a Budget for the year and suggest any changes in the subscription, if necessary.
 - b. To scrutinise the quarterly financial statements prepared by the Treasurer.
 - c. To enquire into the eligibility of every candidate proposed for admission.
 - d. To take an inventory of the Lodge properly and report on its condition
 - e. To scrutinise the financial statements relating to the previous month prepared by the Treasurer before it is presented in the open Lodge.
 - f. To prepare a report on the activities of the Lodge for the year, to be called 'Annual Report', which shall be printed, circulated and read in the open Lodge during the ensuing Installation meeting.
 - g. To consider and suggest any matter tending to promote the welfare of the Lodge.

VII. Audit Committee

14. A committee of two, who are not members of the Standing Committee, shall be elected by the Lodge at the regular meeting in November to audit the Treasurer's Annual Statement of Account, to inspect and take an inventory of the property of the Lodge, and draw up a report of the result of their examinations and make suggestions, if any, for improvement. The Report of the Audit Committee and the Annual Statement of Accounts shall be printed, circulated and read in the open Lodge during the ensuing Installation meeting.

VIII. Duties of the Treasurer

15. a. The Treasurer shall collect all monies payable to the Lodge and deposit them in a Bank approved by the Lodge and in the name of the Lodge. He shall make payments for current routine expenses with the permission of the Master / Secretary.
- b. The Treasurer shall make payment of petty contingent expenses for which purpose he shall keep an imprest of Rs.1,000/-.
- c. All cheques must bear the signature of the Treasurer and Master or Secretary.
- d. The Treasurer shall close the Lodge Account every month and also present a financial statement in the Lodge Meeting.
- e. The Treasurer shall draw up an annual statement of account showing the receipts and payments and balance in cash, securities, et cetera for the year ending 31st December which when audited and found correct by the Audit Committee, shall be signed and placed before the Lodge at the installation meeting in January.

IX. Duties of the Secretary

16. a. The Secretary shall be in charge of the Lodge Seal and all record books other than the account books maintained by the Treasurer. He shall conduct all general business and correspondence of the Lodge under the orders of the Master.
- b. All letters from Members of the Lodge shall be addressed to the Secretary.
- c. The Secretary shall issue summonses for all meetings, record proper minutes of all the proceedings of the Lodge, receive all petitions, memorials, et cetera and lay them before the Master.
- d. The Secretary shall keep an imprest cash of Rs.2,000/- in order to meet expenses such as postage, et cetera and tender account at every Standing Committee meeting.

- e. The Secretary shall maintain an Inventory Register recording all items of Lodge-belongings as elaborated in clause 27 *infra*, allocating specific folio for each category of item as prudence dictates.

X. Admission, Rights and Registrations of Members and Cessation of Membership

- 17. a. Before a candidate is proposed for initiation, joining or rejoining, the proposal form, duly filled in, proposed and seconded shall be furnished to the Secretary.
- b. A ballot shall be taken at the regular meeting following that at which the proposal is made in open Lodge. If the ballot is not so taken, the proposal shall lapse.
- c. More than one-third negative ballots shall exclude a candidate and anyone so rejected shall not be proposed again until six months after the date of his rejection.
- d. If the ballot for a candidate proves favourable, he will be informed of the result. In every case the candidate or brother desiring to join as a Member will be informed of the result of the ballot as soon as possible.
- e. The collective ballot is regular, provided that candidates for initiation or joining and rejoining are taken up separately and provided that, if there be sufficient number of black balls to exclude a candidate, separate ballot shall be taken.
- f. If a candidate is not initiated within one year after his election, the election shall lapse and he will have to be proposed and balloted afresh according to the procedure provided above.

Explanation: For the purpose of this clause, 'a year' shall mean the period from the meeting at which the candidate was elected, up to and including the corresponding meeting of the Lodge in the next year. Should the election be at an emergency meeting, the year shall commence to run from the immediately succeeding regular meeting.

- 18. Any member wishing to rejoin the Lodge shall notify the same either verbally in open Lodge or by letter to the Secretary.

19. any member of the Lodge who allows his arrears of dues i.e., of subscription, stewards' fund and other dues to remain unpaid for twelve months, shall be debarred for exercising the rights of voting, proposing or seconding candidates and from being appointed or elected to any office.
20. A member in debt to the Lodge for subscription and other dues is liable to be excluded in accordance with Rule 124 read with Rule 156 of the Book of Constitutions.

XI. Visitors

21.
 - a. No visitor shall be admitted into the Lodge, unless properly proved or vouched for, as provided in Rule 104 of the Book of Constitutions.
 - b. With the permission of the Master, a member of the Lodge may invite, to Lodge meetings, visitors who are members and who satisfy the provisions in Rule 104 of the Book of Constitutions.
 - c. A visitor shall not be entitled to speak or vote on any motion under any circumstances, but he may address the Lodge upon any point connected with the Craft in general, with the permission first obtained from the Master or Officer in Charge of the Lodge.

XII. Proposition

22. No motion shall be put to the Lodge when assembled, unless it is proposed by the member and seconded by another.
23. Any number of amendments duly proposed and seconded may be made to any proposition, but in such cases, each amendment shall be voted upon before another is entertained and if all be negatived, then the original proposition shall be put to vote, but if an amendment be carried, the original proposition shall be considered lost.
24. No member shall be allowed to speak twice on any motion except to correct a mistake of fact, or to explain his meaning if misunderstood. The original proposer shall always be entitled to the general reply.

25. A motion may be proposed and put to the vote at any meeting of the Lodge provided notice of the motion has been given to the Secretary at least fourteen days before the meeting and has been embodied by him in the notice calling the meeting. The Master shall have power to direct that the discussion of or the voting upon such motion shall be postponed to the next meeting and that notice of the motion shall be included in the notice convening the meeting.
26. No question once decided shall be raised a second time without the permission of the Master and until six months shall have lapsed after its last discussion.

XIII. Miscellaneous

27. The Lodge furniture, ornaments, jewels, clothing and in short all the property of the Lodge shall be maintained properly and entered in a register and annually the same may be physically verified.

XIV. Amendment of Byelaws

28. No alteration or addition to these byelaws shall be made except by motion carried at a regular meeting after due notice and confirmed at the next regular meeting and approved by R. W. the Regional Grand Master.

