

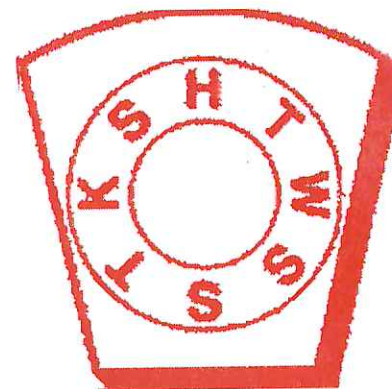


Printed in 2019

W. Bro. Dr. N.T. Srinivasan
Worshipful Master

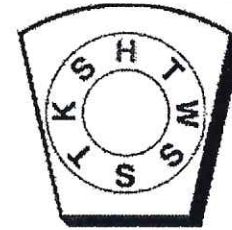
W. Bro. M. Ramani
Secretary

W. Bro. S. Jegatheesan
Treasurer



Mark Lodge Chera No.16.
Palayamkottai.

By-Laws.



**The By-Laws of the
Mark Lodge Chera No.16**

On the roll of

**Grand Lodge of Mark Master Masons of India
Meeting at Palayamkottai**

1989

Amended up to December 2018.

PREAMBLE

WHEREAS under the Regulations of the Grand Mark Lodge of India every daughter Lodge has the power of framing proper By-Laws for its government the same not being contrary to or inconsistent with the land marks and constitutions of the order the following By-Laws duly moved, passed and confirmed in open meetings of the Lodge and in due time approved by the R. W. The Regional Grand Mark Master of the Regional Grand Mark Lodge of Southern India and by the M. W. The Grand Master and such alterations, additions and amendments as may be made from time to time in conformity with the rules and regulations governing the same shall be binding on all members of the Mark Lodge Chera No. 16 on the roll of the Grand Mark Lodge of India under the jurisdiction of the Regional Grand Mark Lodge of Southern India.

By-Laws Lodge Chera No. 16 of Mark Master Masons of India Palayamkottai.

1. This Lodge of free and accepted Mark Master Masons styled The Mark Lodge Chera No. 16 in the register of the Grand Mark Lodge of India shall hold its Meetings at the masonic Temple in Palayamkottai.

Officers

2. The regular Officers of the Lodge shall be the Master, two Wardens, three Overseers, Treasurer, Registrar of Marks, Secretary, two Deacons, Inner Guard and Tyler.

The Master may also appoint any of the following additional officers, a Chaplain, a Director of Ceremonies, an Assistant Director of Ceremonies, an Almoner, an Organist, an Assistant Secretary and one or more Stewards.

Meeting

3. The regular Meetings of the Lodge shall be held at Freemason's Hall, 247, Tiruchendur Road, Palayamkottai, on the penultimate Saturday in the months of January, March, June and September at such hour as the Master or other Officer in charge may appoint and notify in the summons and every member shall be regular and punctual in his attendance.

Election of Master, Treasurer and Tyler

4. The Master and the Treasurer shall be annually elected by ballot at the regular meeting of the Lodge in March. The Tyler shall also be annually elected by show of hands at the regular meeting in March.

5. The Master elect shall be installed at the regular Meeting in June and shall thereupon invest the officers of the ensuing year.

Duties of Officers.

Treasurer

6. (a) The Treasurer shall be in charge of the general funds of the Lodge and the Charity funds. He shall receive all fees, yearly subscriptions, charity collection and other dues on account of the Lodge. He shall, without undue delay, deposit the same in an account in the name of the Lodge at a bank or banks approved by the resolution of the Lodge. The Lodge funds so deposited with a bank or banks will be subject to withdrawals against the signature of the Treasurer.

(b) He shall not make any disbursements except under the signature of the Master or the Officer in charge of the Lodge or as have been sanctioned by the Lodge. All payments shall be made by cheques signed by the Treasurer.

(c) He shall at, every regular Meeting produce his books and accounts closed upto the end of the quarter ending March, June, September and December preceding the meeting, such accounts shall be read out in open Lodge passed by the Members present and the balance recorded in the proceedings of the Meeting.

(d) The audited accounts of each year shall be transferred to the Treasurer for the ensuing year in open Lodge. The signature of the Auditors to the Balance Sheet shall be considered a sufficient release to the retiring Treasurer.

(e) The Treasurer shall prepare a statement of accounts annually for the year ending February prior to the Installation Meeting showing the exact financial position of the Lodge which statement shall be verified by the Audit Committee after which it shall be submitted to the Permanent Committee for its consideration.

(f) To enable By-law No. 17 (a) to be enforced the Treasurer shall report at each Meeting the names of Members who are in arrears for over three months.

Secretary

7. (a) The Secretary after obtaining the approval of the Worshipful Master shall issue Summonses for all Meetings setting forth all the business to be entered upon at each. The amount of dues if any, for each brother shall be entered on his Summons.

In the case of regular Meeting, the Summonses shall be issued at least seven days before the day of Meeting and in cases of emergent Meetings as early as possible.

(b) He shall attend and take Minutes of the proceedings of the Lodge meetings and of those of its committees read at every regular Meeting (i) the Summons convening the Meeting and the agenda of work entered therein and (ii) the minutes of the preceding regular Meeting and intermediate emergent Meetings, if any, for confirmation.

(c) He shall receive all communications and lay them before the Master for speedy disposal; he shall take particular care of the records of the Lodge and observe that the several documents issued by him are in due and proper form.

(d) He shall keep the registers of Members and the minutes book according to the forms laid down in the Book of Constitutions.

(e) Secretary shall submit all returns due to the Grand Mark Lodge of India and the Regional Grand Mark Lodge of Southern India under the signature of the Master and be responsible for all remittances which should accompany them.

(f) All letters from the Members of the Lodge shall be addressed to him.

(g) He shall keep a list of all Lodge properties.

(h) He shall be Secretary of all committees and special committees appointed by the Lodge sending out notices.

Registrar of Marks

8. The Registrar shall keep a register of all the Members of the Lodge including those admitted therein with the dates of their advancement, age, occupation and their private marks.

Tyler

9. (a) The Tyler must be punctual in his attendance, he must not be absent save that pure necessity hindered him intimation thereof being given in time to the Secretary with a view to provide a substitute for him.

(b) The Tyler shall see that every brother whether he be a Member or Visitor is properly clothed and sign his name in the attendance register previous to his admission to the Lodge.

(c) He is responsible for seeing that the Lodge is always ready at the time fixed for the Meeting.

Stewards

10. The Stewards, if appointed, shall have charge of all Lodge furniture and Regalia and shall see that the Tyler keeps them in good order and provides everything requisite in the Lodge. They shall see that the Lodge is always properly prepared for Meetings and shall make the necessary arrangements about refreshments, banquet etc.

Annual Audit Committee

11. At the regular meeting in March of each year the Lodge shall appoint the Audit Committee, consisting of two members. The Treasurer and Secretary shall attend the meetings of the Audit Committee.

The duties of the Committee shall be

(a) to examine the Secretary's and Steward's books and audit the accounts of the Treasurer.

(b) to inspect and to take an inventory of the properties of the Lodge annually prior to the Installation Meeting and to submit a report on the condition thereof along with the audited accounts and financial statement to the Permanent Committee for its consideration.

The Presiding Officer of the Committee shall have power to call for any book, account, document or other record belong to or connected with the Lodge which may be in the possession of any officer or Member and which may throw light on the matter under investigation or report.

Permanent Committee

12. A Permanent Committee consisting of the Master, Wardens, Past Masters, Treasurer and the Secretary of the Lodge for the time being and two Members elected by the Lodge at the Installation Meeting shall conduct all business of the Lodge superintend the finances and the properties of the Lodge and consider any subject relating to its interest. It shall meet at least once a month when summoned by the Master, three to form a quorum, the result of its proceedings shall be reported at the regular Meeting of the Lodge.

It shall prepare and submit the annual report on the general condition and working of the Lodge during the previous year at the installation meeting. In this report they may suggest any matter tending to promote the welfare of the Lodge.

After its consideration the annual report and the audited annual financial statement shall be printed and circulated to all the members of the Lodge together with Summons convening the Installation Meeting and after being read and confirmed at the Installation Meeting they shall be entered in the minutes book.

Admission Committee

13. An Admission Committee consisting of Master, Wardens. Past Masters and two members elected by the Lodge at the installation Meeting shall sit and enquire into the eligibility of every candidate proposed for admission and shall report its findings to the Permanent Committee for its consideration. The Master shall report the decision of the Permanent Committee to the Lodge before the ballot is taken.

Special Committees

14. The Lodge by resolution or the Master may also at his discretion nominate for the consideration of special subjects other committees consisting of not less than two members, a Past Master being included, three to form quorum. The Master ex-officio shall belong to and be entitled to preside over every committee of the Lodge.

Subscription and Fees:

15. Subscription for the year	Rs.400.00.
Advancement fee	Rs.400.00.
Joining/Re-joining fee	Rs.400.00.

Plus prevailing GMLI and RGML SI Dues.

16. All subscriptions shall be payable annually in advance and the financial year shall be from 1st January of every English year.

Arrears of Dues

17. (a) Brethren whose subscriptions remain unpaid for six months from the beginning of the financial year, while so in default, shall neither be eligible to vote on any matter raised in the Lodge, nor to propose or second any candidate for admission, not to be elected nor appointed to any office.

(b) If the subscription of a brother remain unpaid for one full year, at the expiration of the period he shall cease to be a Member of the Lodge, which fact shall be reported to the Lodge at the next regular Meeting and recorded on the minutes.

18. Brethren wishing to resign from the Lodge should do so verbally in open Lodge or should state their intention in writing to the Secretary who will lay the letter before the next regular Communication of the Lodge.

Emergency Meeting

19. (a) Emergency meetings may be held in accordance with Rule 90 of the Book of Constitutions. Every brother shall be equally bound to attend emergency Meetings as regular Lodge Meetings.

(b) All expenses of emergency Meetings shall be borne by the member or members at whose instance the Meetings are convened, but when they are called for Lodge purposes they shall be defrayed from the Lodge funds.

Admission of Members and Membership

20. No brother for Advancement or for Joining or for Rejoining shall be balloted for unless the prescribed fees shall have

- been previously paid and the prescribed forms duly filled in by the Candidate have been deposited with the Secretary atleast 21days before the Meeting at which the Candidate is to be proposed. The Candidate for Advancement should also produce his Grand Lodge (Craft) Certificate and a Certificate from every Lodge of which he was or is a member stating all the circumstances he left the Lodge; and every Candidate for joining should produce his Grand Mark Lodge Certificate, a Certificate from each of the Mark Lodge of which he was a Member, stating whether he resigned or was excluded and the reason for such resignation or exclusion and whether all dues had been paid and also No demand certificate from the Mark Lodge of which he was or is still a Member.

21. No Brother for Advancement or Joining shall be Advanced or admitted if on ballot two thirds of the Members present and voting in the Lodge approve the proposal for such Candidate.

22. Brethren once rejected by the Lodge at the ballot shall not be eligible to come up again for Admission or Joining until 12 months shall have expired from the time when the ballot is taken.

23. No brother who has resigned or has been excluded for non-payment of dues shall be permitted to rejoin unless he shall have paid up all dues and unless he is again regularly proposed and seconded and balloted in the usual manner.

24. If a candidate for advancement is not advanced with in twelve English months after the date of the ballot his election shall be void and the fees previously paid shall be returned.

Disbursement of Funds

25. Except for necessary current expenses, no disbursements of the Lodge funds shall be made without the consent of the Members

previously obtained in open Lodge. It shall how ever be competent for the Master or Officer in charge of the Lodge to expend to the amount of Rupees fifty during any quarter on Lodge purposes in anticipation of sanction.

Relief

26. (a) All applications for relief shall be made in writing setting forth the name, place of residence and present circumstances of the Petitioner and presented in open Lodge when ever possible.

(b) Emergent cases of distress may be relieved by the Master to the extent of Rs.50/- without previous sanction, but the matter must be laid before the Lodge at the next regular Meeting for approval.

Alms (Charity Funds)

27. (a) Immediately before the closing of the Lodge the charity box shall be taken round by the Deacons in which the Brethren may deposit their free will offerings.

(b) The amount thus collected shall be kept separate from the Lodge funds and appropriated to such charitable purposes as the Brethren in open Lodge may direct.

28. No motion shall be put to the vote at any Meeting of the Lodge of the Lodge of which due notice has not been given at the previous Meeting or by a communication sent to the Secretary or Worshipful Master not less than fifteen days before the Meeting at which it is to be proposed. Such notice shall be circulated with the Summons convening the Meeting. Provided motions of a purely formal character or regarding procedure e.g., for the adjournment of a discussion may with the consent of the Meeting, be voted on without notice with the Summons convening the Meeting. Provided

motions of a purely formal character or regarding procedure e.g., for the adjournment of a discussion may with the consent of the Meeting, be voted on without notice.

By-Laws

29. Every Member of the Lodge, Advanced to or Joining the Lodge shall be presented with a printed copy of the By-laws free of cost and a copy of the Book of Constitutions of the Grand Mark Lodge of India on cost. The By-laws shall be read in the open Lodge once every year and at such other time as the Master may think it proper.

30. (a) Every Brother shall previously to entering the Lodge subscribe his name in the attendance register placed in the ante-room.

(b) Every visitor shall also add the name and number of his Lodge as well as his office in it if he holds any.

31. These By laws cannot be abrogated, amended, altered or added to except by a proposition duly made and seconded at one regular Meeting and brought on to the Summons of the next regular Meeting; at which such modification shall not be approved unless confirmed by two thirds of the members present and voting and Confirmed in the third regular Meeting and no alteration or amendment can take effect until formally approved by the Most Worshipful The Grand Master, the Right Worshipful The Regional Grand Mark Master.

32. In all matters for which there is no specific provision in the foregoing Bylaws, the Laws and Regulations of the Book of Constitutions of the Grand Mark Lodge of India and the By-laws of the Regional Grand Mark Lode of Southern India in force from time to time shall be binding on all concerned.

Passed and confirmed at the regular Meeting of the Lodge held on the Seventeenth day of December 1988.

Dr. (Capt.) P. K. Manickam
Worshipful Master

N.Jeyaprakasam
Senior Warden

G. Srinivasan
Junior Warden

S.Subramanian
Secretary

Approved by Right Worshipful The Regional Grand Mark Master

Madurai.
31.01.1986.

V. Rajendran
Regional Grand Mark Master

Approved by Most Worshipful The Grand Master.

New Delhi.
10.11.1989.

H.P. Gupta
Grand Secretary