



# Mark Lodge Calicut No 108

BY-LAWS



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## BY-LAWS

### PREAMBLE

We, the W.Master and brethren of MARK LODGE CALICUT No 108 are now bringing into force the By-Laws of this Lodge, with a view to preserving peace, harmony and unity and have therefore thought it proper to establish and subscribe to the following Rules and Regulations.

#### 1. MEMBERSHIP

Members shall comprise Subscribing and Honorary Members. Subscribing Members can either be Resident or Non-Resident Members. Any Subscribing Member who resides permanently within 100 km of Calicut will be deemed a Resident Member.

Any Subscribing Member who permanently resides outside the said limit / District of Calicut can by application in writing opt for Non-Resident status.

Honorary members are those elected, as such, for services rendered to Freemasonry in general or to this Mark Lodge in particular. Honorary Members shall pay no admission fee or contribution of any kind and shall not be eligible to vote or hold office.



## 2. MEETINGS

- a. Regular Meetings of the Lodge shall be held at the Freemasons' Hall West Hill, Calicut on the Second Sunday in the months of May, August, November & February every year, at such hour as may be directed by the Master for each such meeting.
- b. Emergency Meetings of the Lodge may at any time be called by the authority of the Master and the business to be transacted at such Meetings shall be strictly in accordance with Rule No 90 of the Book of Constitutions of the Grand Mark Lodge of India.
- c. Summons convening the Regular / Emergency meeting shall be dispatched by the Secretary to all members of the Lodge at least 15 days before the date of such meeting.

## 3. ELECTION & INSTALLATION MEETINGS

The Master, The Treasurer and the Tyler shall be elected at the regular meeting in May.

The Master Elect shall be installed at the Regular meeting in August. No member whose dues remain unpaid for six months shall be eligible to hold any office in the Lodge.

## 4. ADMISSION OF MEMBERS

- a. A Master Mason desirous of being Advanced may be proposed and Seconded at a Regular Meeting of the Lodge. Such a proposal/proposals shall be included in the Summons for the next meeting giving full particulars of the candidate/candidates in accordance with the Rule 98 of the Book of Constitutions.
- b. In case of Joining or Re-joining he shall be proposed and seconded at a Regular Meeting and Balloted for at the next Regular Meeting, the Summons in respect of which shall spell out the full particulars as required by Rule 98 (c) of the Book

of Constitutions

- c. The Secretary of the Lodge shall satisfy himself that the provisions of Rule 99 of the Book of Constitutions has been taken care of before proceeding with the Ballot for Advancement/Joining/Rejoining.

## 5. BALLOT

- a. No Brother shall be advanced or admitted as a Joining member of the Lodge if, on the Ballot, more than 1/3<sup>rd</sup> of the brethren present at the meeting vote against him. In such an eventuality the candidate shall not be re-proposed until after the lapse of six months from the date of rejection.
- b. In all cases where the votes of brethren on any proposition are equal, the W.Master shall have a second or casting vote.

## 6. FEES AND SUBSCRIPTION

- (a) Fees & Subcriptions payable to the Lodge will be in advance and as follows:

- |  |   |            |
|--|---|------------|
| 1. Fee for Advancement                             | : | Rs.2,000/- |
| 2. Fee for Joining from a Lodge under GML of India | : | Rs.1,000/- |
| 3. Fee for Rejoining                               | : | Rs. 500/-  |

- b. Membership subscription shall be Rs.750/- per annum and shall be payable in advance at the beginning of the year. A candidate for Advancement or Joining/Rejoining at any part of the year shall pay the full annual subscription together with the fee for Advancement or Joining/Rejoining as the case may be.

## 7. EXCLUSION

If any Brother allows his subscriptions to be in arrears for two quarters, the secretary shall advise him of the amount due,



by Registered Post, and if the full amount is not paid within thirty days thereof, he shall be liable to exclusion under Rule 109 of the Book of Constitutions.

## **8. RESIGNATION**

Any Brother desirous of resigning from the Lodge may notify the same verbally, in open Lodge, or by letter to the Secretary, and such notice, unless withdrawn, shall take effect from the date on which it is given. Any member who has resigned will be permitted to rejoin on payment of re-joining fees and any arrears due, but shall be subject to fresh ballot.

## **9. DUTIES OF OFFICERS**

- (a) **SECRETARY:** The Secretary shall conduct all the general business and correspondence of the Lodge, he shall keep record of the proceedings of the Meetings in the Minutes Book at every Regular and Emergency Meeting of the Lodge and read the same at the next Regular Meeting for confirmation. He shall maintain in a separate book a record of Meetings of Permanent and Audit Committees. He shall maintain a Membership Register and preserve all records, files, documents etc., of the Lodge. He shall be entrusted with a sum of Rs. 500/- (Rupees Five Hundred) for, contingent expenses for which he shall render accounts to the Treasurer periodically.

The Secretary shall be Secretary ex-officio in all committees appointed by the Lodge.

- (b) **TREASURER:** He shall have charge of and be responsible for the money and account books of the Lodge. He shall enter details of the money received. Viz; subscriptions and other dues, in the appropriate books of account and shall

deposit, without any delay, such sums of money as have been received, in an account standing in the name of the Lodge with a Scheduled Bank duly approved by a resolution of the LODGE. All payments above the sum of Rs. 250 (Two Hundred and Fifty) shall be made only by cheque under the signature of the incumbent Treasurer. He shall have authority to pay all routine expenses of the Lodge such as dues to the Grand Mark Lodge of India, Regional Grand Mark Lodge of Southern India, premises rent, electricity charges, as and when they fall due. But all other payments shall be made by the authority of the Lodge.

At the Installation Meeting, accounts of the Lodge drawn up to 31<sup>st</sup> July shall be presented, duly audited and certified by the Audit Committee. The Treasurer shall at every regular Meeting submit and read in Open Lodge the statement of accounts.

## **OPERATION OF BANK ACCOUNTS**

All cheques must be signed by any two of the following viz the W.Master, the Treasurer and the Secretary.

- (c) **TYLER :** The Tyler shall prepare the Lodge for the meetings, and see that every brother whether a member or visitor, is properly clothed before entering the Lodge. He shall be in charge of the Warrant, Collars, Aprons, Jewels etc. of the Lodge.

## **10. PERMANENT AND AUDIT COMMITTEE**

- (a) The Master, Immediate Past Master, Present Wardens, Treasurer, Secretary, Director of Ceremonies and one member from each of the Permanent and Audit Committee elected at the Installation Meeting shall constitute the Permanent and



#### Audit Committee.

- (b) It shall be the duty of these Committees to check the accounts, make arrangements for the meetings and Ceremonies thereof and consider all matters related to the working of the Lodge, inspect and check all properties belonging to the Lodge and to report on matters leading to the improvement of the Lodge. The Master shall preside at the Meetings, and in his absence the I. P. M. and in his absence the Senior-most brother present. The Permanent and Audit Committees shall meet twice in a year and, in any case, one clear month prior to date of Installation Meeting, to finalise and arrange for presentation of the same in due time.

### 11. PROPOSITIONS

Every proposition for the consideration of the Lodge shall be proposed by one member and seconded by another. No proposition shall be considered at a meeting unless notice of it had been given at the previous meeting or forwarded in writing to the Secretary at least 21 days ahead for inclusion in the summons before the meeting at which the proposition is to be considered.

### 12. BY-LAWS

- (a) Every member, on admission, shall be presented with a copy of the By-Laws of the Lodge and his acceptance thereof shall be deemed his submission thereto.
- (b) The By-Laws shall be read in Open Lodge at least once in a year.
- (c) It shall not be competent to the Brethren of the Lodge to abrogate, amend, or alter these By-Laws unless the abrogation amendment or alteration shall have been moved in open Lodge

and are confirmed at the Mark Regular Meeting and thereafter approved by R.W. The Regional Grand Mark Master of the Regional Grand Mark Lodge of Southern India and M.W. The Grand Master of the Grand Mark Lodge of India.

These By-Laws have been duly adopted at the Consecration Meeting of the Lodge held on 17<sup>th</sup> April 2005.

**W.Bro. Harishanker Pockyarath**  
*W.Master*

**Bro. Dr. K. Premachandran**  
*Senior Warden*

**Bro. P.V. Jeswent**  
*Junior Warden*

**Bro. K.T. Ajith**  
*Secretary*

Approved by R.W. The Regional Grand Mark Master

**R.W.Bro. G.K. Selvaraj**  
*Regional Grand Mark Master*

Approved by M.W. The Grand Master

**Dr. Harish Guptha**  
*Grand Secretary*

NEW DELHI