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BYE-LAWS
OF
LODGE LEWIS No. 418, Hyderabad

29 APR 2017

(Framed in accordance with Rule 111 of the Book of Constitutions of the Grand Lodge of India)

I. CONSTITUTION

GENERAL: These Bye laws are to be read and interpreted in conjunction with the relevant Rules and Provisions, as prevalent in "The Book of Constitutions" of The Grand Lodge of India and "The Bye Laws" of the Regional Grand Lodge of Southern India.

1. NAME & TITLE:

The Name of the Lodge shall be 'LODGE LEWIS' No. - 418 GLI, duly constituted under the Laws of the Grand Lodge of India and numbered as 418 in the register of the Grand Lodge of India

2. REGULAR MEETING DATE & PLACE:

The Lodge shall hold its regular meetings at Goshamahal or St. John's Freemasons Hall in the Twin Cities of Hyderabad and Secunderabad or at such other place/s as may be decided and approved in open Lodge, on the SECOND TUESDAYS OF MARCH, JUNE, SEPTEMBER and DECEMBER of each year, at such hour and time, as Its Worshipful Master may direct. Emergent meeting of the Lodge may be held by authority of the Worshipful Master according to Rule 116 of the Book of the Constitutions, after obtaining the required Dispensation.

3. OFFICERS OF THE LODGE:

The office bearers of the Lodge shall consist of Worshipful Master, Immediate Past Master, Senior Warden, Junior Warden, Chaplain, Treasurer, Secretary, Director of Ceremonies, Senior Deacon, Junior Deacon, Bearers of Volumes of Sacred Law (up to five), Sword Bearer, Assistant Secretary, Assistant Director of Ceremonies, Almoner, Organist, Inner Guard, Stewards (not exceeding five) and Tyler.

II. MEMBERSHIP

1. CATEGORIES:

- a. The Lodge shall have Resident Members, Absent Members, Life Members and Honorary Members. Any person who is the son of a Mason (Lewis), and has been regularly proposed and balloted clear at a regular meeting of the Lodge, in accordance with Rule 133 of the Book of Constitution, will be eligible to be admitted as a Member on payment of the requisite fees as may be decided by the Lodge from time to time. Master Masons and Past Masters who are Lewis may be admitted as Joining Members, after being duly proposed and balloted in open Lodge.
- b. Resident Members shall be those residing within the limits of GHMDA (Greater Hyderabad Metropolitan Development Authority), as amended from time to time.
- c. LIFE MEMBER: A resident Member of the Lodge, who has been a subscribing Member of one or

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more Lodges continuously for over 20 years and has also attained the age of 55 years, may become a Life Member of the Lodge on payment of 5 years' lump sum subscription.

However, the Life Membership subscription so paid will be exclusive of the Grand Lodge and Regional Grand Lodge dues which shall be payable in addition, at the rates as applicable from time to time.

d. **ABSENTEE MEMBER:** A resident Member may be placed as Absent Member when he leaves the station. No Member leaving the station shall be treated as Absent Member until he informs the same in writing to the Secretary or announces it in the open Lodge. No office bearer shall be allowed to become an Absent Member during his term of office.

RETURN OF ABSENT MEMBER: Any Member who has been placed as Absent Member shall on his return to the Station inform the same to the Secretary, who shall at once place him as Resident Member.

e. **HONORARY MEMBER:** An Honorary Member shall be one who has rendered significant and special service for the Craft in general and/or to the Lodge in particular. An Honorary Member shall be elected in open Lodge by Ballot as per Rule 142 of the Book of Constitutions after notice of such election is placed in summons. Honorary Members shall not have voting rights.

2. COMMITTEES

a) **AUDIT COMMITTEE:**

There shall be an Audit Committee which shall consist of Two members of the Lodge to be elected at the Installation Meeting.

b) **ACCOUNTS:**

- i. The Lodge Financial year shall be from January to December of each year, and the Accounts of the Lodge shall be made as at the end of December and shall be duly audited and presented to the Lodge Committee for its consideration.
- ii. The Lodge Committee may, after satisfying itself as to the correctness and completeness of the same, may commend the same to the Members of the Lodge as the next regular meeting of the Lodge for approval and adoption.

c) **STANDING COMMITTEE**

- i. **STANDING COMMITTEE:** There shall be a committee styled the "Standing Committee" of the Lodge, which shall consist of the Worshipful Master, the IPM, the Senior and Junior Wardens, the Treasurer, the Secretary, the Director of Ceremonies, the Senior and Junior Deacons, the Asst. Secretary, the Asst. Director of Ceremonies, the Inner Guard, the Almoner and any TWO Past Masters or Past Wardens duly elected by the Lodge at the Installation Meeting and any FIVE of the said Standing Committee shall form a quorum.
- ii. **PRESIDENT OF STANDING COMMITTEE:** The Worshipful Master shall be the President, and the Immediate Past Master the Vice-President, of the Standing Committee, and in their absence the Senior Brother present shall preside.

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- iii. **STANDING COMMITTEE MEETING:** The Secretary shall convene a meeting of the Standing Committee, when requested to do so by the Master.
- iv. **REFERENCE TO THE STANDING COMMITTEE:** The Worshipful Master is hereby authorised and empowered to refer to the Standing Committee, for consideration and report at any stage, any matter or proposition that may be brought before the Lodge, previous to putting the same to vote and on the Worshipful Master so referring the same, all discussions thereon in the Lodge shall immediately cease.
- v. **NOTICE TO PROPOSER AND SECONDER:** When the Worshipful Master shall refer any motion to the Standing Committee, the Proposer and Seconder shall be invited to be present for the consideration of that particular question, and the Secretary shall send them notice of the time appointed for the Meeting.
- vi. **RULES FOR THE STANDING COMMITTEE:** The Rules for Lodge discussion shall also apply to discussions before the Standing Committee, the Presiding Officer whereof, for the time being, shall be entitled to the same respect as the Worshipful Master in the Lodge.
- vii. **STANDING COMMITTEE'S REPORT/ MINUTES:** At the regular meeting of the Lodge following that at which any reference has been made, the Standing Committee shall present its report/minutes and the Worshipful Master shall cause the same to be read in the open Lodge, after which its adoption or rejection shall be decided upon in the usual way on a motion duly made and seconded.
- viii. **STANDING COMMITTEE'S POWER:** The Standing Committee is hereby authorised and empowered to summon any Member to give information on any matters referred to it by the Lodge.

d) **SCREENING COMMITTEE**

- i. **SCREENING COMMITTEE:** A Screening Committee shall be elected by the Lodge at the Installation Meeting, which shall consist of any three senior brethren of the Lodge in good standing.
- ii. The Screening Committee shall meet every candidate proposed for initiation or every Brother proposed for joining or rejoining, to ascertain the suitability of the Candidate/brother. The Screening Committee may visit the Candidate's/Brother's home and/or his place of work, meet with his family and may make any such due enquiry to its satisfaction.
- iii. The Screening Committee shall submit its report with its recommendations to the Standing Committee at its next meeting.

3. CANDIDATES:

- a. Every Candidate for initiation or Brother for joining or rejoining must be proposed and seconded by Members in good standing at the Regular Meeting of the Lodge. All joining or rejoining Members who are Members in other Lodges must present a 'No Dues' certificate from their Lodge/s.

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- b. Every Candidate for initiation or any Brother for joining or rejoining must be a LEWIS.
- c. After being regularly proposed and seconded as in Bye-Law No.5, all Candidates for initiation or Brother for joining or rejoining shall meet with the Screening Committee, which after due examination, shall submit its recommendations to the Standing Committee. All Candidates recommended by the Screening Committee must be introduced to the Standing Committee.
- d. All such Candidates as recommended by the Screening Committee and introduced to the Standing Committee must be reported upon by the Standing Committee, before the ballot is proceeded with.
- e. **LIABILITY OF PROPOSER & SECONDER:** The Proposer and Seconder shall be both individually or jointly be responsible for all fees and expenses incurred on account of such brother for a period of 12 months from the date of his initiation.
- f. **REJECTED CANDIDATES:** A Candidate who has been rejected by ballot, shall not be again eligible for proposal for twelve months.

4. BALLOT AND VOTING

- a. **BALLOT:** The secrecy of the Ballot shall be held strictly inviolate. No person shall be made a Mason in, or admitted a member of the Lodge, unless if on Ballot for initiation, Joining/rejoining simple majority of members present and voting in the Lodge approve the proposal for such candidate.
- b. **SECOND BALLOT:** The Worshipful Master, on a proposition duly seconded, may for the purpose of being assured that no mistake has occurred in the use of the black balls, cause a Second Ballot to be forthwith taken, which shall be final for all purposes.
- c. **VOTING WHEN DEBARRED:** Any Member whose subscription is in arrears for Three months shall be debarred from balloting or voting on any question.
- d. **VOTING BY PROXY:** No Member shall be permitted to vote by proxy.

5. FEES AND SUBSCRIPTIONS

- a) The following shall be payable to the Lodge by the members. The annual subscription shall be payable in advance, on or before January 31 of each year.

Initiation Fee	: Rs. 3,000
Joining & Rejoining Fee from Indian Constitution	: Rs. 5,000
Joining & Rejoining Fee from other Constitution	: Rs. 6,000
Annual Lodge Subscription - Resident Members	: Rs. 2,500
Annual Lodge Subscription - Absentee Members	: Rs. 1250
Honorary Members	: Nil
GLI and RGL dues for all Members	: at Actuals

- b) As part of the monthly subscription, the Lodge shall pay for and provide Grand Lodge Certificate to every Master Mason, Installed Master's Certificate to all the Installed Masters and aprons for

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the use of all Members. Dues to Grand Lodge and Regional Grand Lodge shall be collected separately as described above at actual.

- c) Should an Absent Member attend the Lodge or the Banquet, he shall be charged full subscription for the month.
- d) Should the subscription of a Member of the Lodge remain unpaid for six full months, the Secretary will send a Registered notice to him requesting settlement within one month from the date thereof.
- e) If the payment is not received as stipulated, the Secretary would report to the Standing Committee. The Committee in turn may recommend to the Lodge at the next regular meeting to exclude the said Member under Rule 124 of the Book of Constitutions.

6. LODGE FUNDS:

The funds received by the Lodge will be maintained under the following heads :

General Fund Account

Charity Fund Account

Corpus Fund and/or Special Purpose Account

- a) CAPITAL FUND: A sum of Rs. 2,00,000 (Rupees two lakhs only) shall be built up and be maintained as capital fund. These funds shall be invested in Fixed/Term Deposits with the Bank/s and the interest accrued shall be added to the corpus.

In the event of any necessity arising for the withdrawal of funds out of the Capital Fund of the Lodge, instituted as per By-Law No. 25, the Notice of the same shall be brought in the summons. A majority of not less than three-fourths of the Brethren in good standing present at the meeting shall be required to sanction the same in the regular manner.

- b) BENEVOLENT FUND: The Benevolent fund will consist of the following:
 - i. One half of initiation, joining and rejoining fees.
 - ii. Charitable collection in the meetings.
 - iii. Voluntary donations.
 - iv. Interest accrued from General Fund deposits.
 - v. A maximum of 50% of the annual surplus of income over the expenditure.
 - vi. Other contributions from General Fund as the Lodge may determine from time to time.

The Benevolent Fund shall be solely devoted for charitable purposes. A sum of Rs.2,500 (Rupees Twenty Five Thousand only) from this fund shall be held by the Worshipful Master, which may be utilized for any emergent cases of distress. The utilization of such funds by the Master shall be informed in the next regular meeting of the Lodge by the Worshipful Master and duly ratified.

- c) GENERAL FUND: The amounts other than of Benevolent Fund and Capital Fund shall constitute General Fund. Any amount in excess of Rs.25,000 (Rupees Twenty Five Thousand only) of these funds in the Bank accounts shall be placed, either in short or long term fixed deposits as decided

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by the Standing Committee. Any fixed deposit of the General Fund may be en-cashed, after the same is approved in the open Lodge by the majority of Brethren in good standing present at the meeting. All deposits made under Bye-Laws Nos. 29 should be with Scheduled Banks.

- d) SPECIAL BANQUET FEE: It shall be within the powers of the Lodge to levy a special fee, on all Members on any occasion on which a special banquet or other entertainment should be given, such as in the case of the reception of Regional Grand Lodge or Grand Lodge or other Masonic functions.
- e) ALLOCATION OF SUBSCRIPTION: Annual subscription shall be allocated as follows: To Steward Fund 2/3rd and To: General Fund 1/3rd. The subscription of an Absentee Member shall be allocated to General Fund only. However, if an Absentee Member attends any meeting of the Lodge, he shall pay an additional amount equivalent to 25% of the annual Lodge subscription or as decided from time to time, to the Stewards Fund.
- f) PAYMENT OF DUES: Every Member of the Lodge shall remain liable to pay Lodge Subscription AND GLI & RGL Dues, until the date his intimation of resignation, in writing or by email is received by the Secretary or, till he submits his resignation in open Lodge at a regular meeting, and which is duly accepted.
- g) VALUABLE SERVICES: Services of Secretary will be deemed valuable services. He will be exempt from payment of Lodge Subscription, if he so desires. He shall however be liable to pay his GLI & RGL Dues at actuals.
- h) UNPAID DUES: A Member whose subscription dues remain unpaid for SIX months or more from the due date of Jan 31 of the year, shall not be eligible to hold any office in the Lodge, nor shall he be eligible to propose any Candidate for initiation or joining/rejoining and shall not have the right to vote on any resolutions in open Lodge. Such a Member may be served a notice in writing by post or email, by the Secretary, to his last known address. If the Member does not pay the dues within THIRTY DAYS of such notice, he may be EXCLUDED from the rolls of the Lodge after carrying the same as an agenda item in the Summons of the next regular meeting of the Lodge, as per Rule 124 of the Book of Constitutions.

A Member whose subscription remains unpaid for more than twelve months shall attract the provisions of automatic cessation, in accordance with Rule 124 of the Book of Constitution of the Grand Lodge of India.

7. BANK ACCOUNT:

The Lodge shall open and operate a Bank Account, in the name of the Lodge with any regular and reputed Scheduled Bank(s), as may be approved in the open Lodge and such Bank Accounts shall be operated by the Treasurer JOINTLY along with EITHER the Worshipful Master, or Secretary of the Lodge. At the end of each year, when the new Worshipful Master takes over, the outgoing officers shall transfer the signing authority to the newly installed team as early as possible, but in no case not exceeding 30 days from the date of installation.

8. GENERAL



VISITOR: Every Visitor must be well vouched for or required to produce his Grand Lodge Certificate and/or undergo an examination.

9. LODGE PROPERTY

- a) **LODGE PROPERTY:** 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 for.
- b) **INVENTORY:** An inventory of the whole of the Lodge property shall be entered into a book, which shall be verified by the Worshipful Master on his installation and shall be countersigned by himself and his Wardens. Such verification shall be reported in the immediate regular meeting after installation.
- c) **JEWELS:** The Warrant, Jewels and Working Tools belonging to the Lodge, shall be in charge of the Worshipful Master, or of such other Officers as he may appoint.

10. PROPOSITIONS AND DISCUSSIONS:

- a. **PROPOSITIONS:** No proposition shall be entertained until it has been duly seconded; and when a motion has been duly made and seconded, the opinion of the Brethren present who may wish to speak thereon shall be taken before it is put to vote; but no vote shall be taken on any proposal until due notice has been given in the summons. This Bye-Law shall not have reference to the subject matter pertaining to correspondence brought up by the Secretary, subject to the discretionary powers of the Worshipful Master.
- b. **MEMBERS RIGHT TO SPEAK:** No Member shall be entitled to speak more than once upon any question before the Lodge, except strictly in explanation; but the Member shall have the right of reply, after all the Members, who may wish to do so, shall have addressed the Lodge. Subject to the discretionary powers of the Worshipful Master.
- c. **ADDRESSING LODGE:** Whenever a Brother may have occasion to speak in Lodge, he shall do so standing, in order, and shall address his remarks to the Worshipful Master in calm and decorous language.
- d. **DISCUSSIONS:** To preserve the harmony of the Lodge, the Worshipful Master shall have the discretionary power, at any stage of a discussion, to stop its being proceeded with.
- e. **RESOLUTION:** Any resolution passed in the open Lodge shall be binding on all the Members of the Lodge.

11. ELECTION:

Worshipful Master, Treasurer and Tyler of the Lodge shall be elected in the regular Lodge meeting in the month of December each year.

12. INSTALLATION OF WORSHIPFUL MASTER, APPOINTMENT AND INVESTITURE OF OFFICERS:

- a. The Installation of the Worshipful Master shall take place in the regular meeting in the month of MARCH each year.
- b. The newly installed Worshipful Master shall appoint and invest the new team of his officers at



the said Installation Meeting in MARCH

13. DUTIES OF OFFICE BEARERS AND COMMITTEES:

a) SECRETARY

SECRETARY'S DUTIES: The Secretary shall issue the summonses for, and record the Minutes of all Meetings and Committees, keep the Register of Members, and discharge such other duties as may be delegated to him by the Worshipful Master.

b) TREASURER

- i. **FUNDS WITH TREASURER:** The Treasurer shall collect all dues and fees and deposit all sums in excess of Rs.5,000 (Rupees Three Thousand only) in his possession for over a week, in the Bank in the name of the Lodge with such Banks as may be decided by the Lodge. Funds in the Bank Account in excess of Rs.25,000 (Rupees Twenty Five Thousand only) shall be kept in Fixed/Term Deposits.
- ii. **DUTIES OF THE TREASURER:** The Treasurer shall not pay any moneys of the Lodge, except the Statutory dues/levies and as otherwise provided for, without the direction of the Master and the Brethren in the Lodge assembled. The Treasurer shall present the Receipts & Payments and Income & Expenditure Accounts of the Lodge at each standing committee and/or Regular Meeting of the Lodge.

c) TYLER

TYLER'S DUTIES AND FEES: The Tyler shall be paid an honorarium per meeting as decided by the Lodge from time to time. A subscribing Member serving as Tyler shall be exempt from payment of monthly subscription and all other Lodge dues. He shall be responsible for the cleanliness of the Lodge and correct disposition of the Lodge furniture during the meeting.

14. BYE-LAWS:

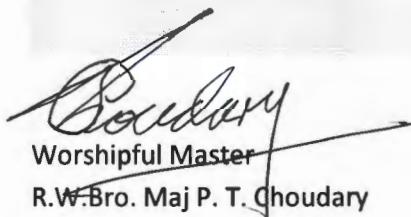
- a. These Bye-Laws shall be read in the open Lodge at such time as the Worshipful Master may think proper or at least once a year, and each newly initiated or joining or re-joining Brother shall be furnished with a copy.

b. **ALTERATION OF BYE-LAWS:**

No amendment/s shall be made to these Bye-laws, nor any new Byelaw may be added herein, unless notice of such a proposed amendment or addition is first proposed and seconded in the open Lodge at a regular meeting. It shall then be included as an agenda item in the Summons of the next regular Lodge meeting and the existing and proposed Byelaws shall be circulated to all Members along with the Summons. The WM shall then put the same to vote in the Lodge Meeting. If duly approved at such a Lodge Meeting the Secretary shall send the proposal for amendment of the Lodge Byelaws to the Grand Lodge of India through the Regional Grand Lodge of Southern India for approval. Such amendments shall come in to effect only AFTER approval by the MW the Grand Master.

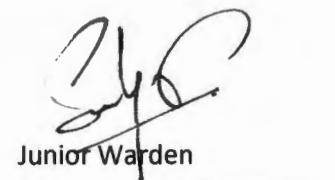


Adopted at the Consecration Meeting held on the FOURTH Day of FEBRUARY 2016 at
Goshamahal Baradari Masonic Temple, Hyderabad.


Worshipful Master
R.W.Bro. Maj P. T. Choudary


Secretary
V.W.Bro.E.V.Ramgopal


Senior Warden
W.Bro.G.S.Roshan Raju


Junior Warden
W.Bro.Satyajit Tuljapurkar

Approved by

Place: Chennai
Dated: 17.04.2017


Regional Grand Master
R.W.Bro. ABRAHAM MARKOS

Approved by

M.W. the Grand Master
M.W.Bro. Harcharan Singh Ranauta, OSM


Grand Secretary
R.W.Bro.V.K.Gupta

Place: New Delhi
Dated: 27.04.2017