

# The V. Rajendran Lodge No. 474

## BYLAWS

### **PREAMBLE**

Freemasonry is a world-wide “men-only” social fraternity, organized as “sovereign and independent Daughter” Lodges; that has its roots in late 15<sup>th</sup> century England and Scotland. The theological virtues of Faith, Hope and Charity are the bedrock of our ethos; self-development in the moral and ethical spheres is our objective; and a strong bond of friendship (“brotherhood”) is our guiding principle. Charity is always emphasized: more towards charity of thought, but also towards charitable giving.

With the absence of any central leadership, a three hundred and fifty year history, and a global reach, it is not surprising; that its focus and central interest have varied from time to time, or that it has evolved in different forms throughout the world, or that it has organized itself into numerous Rites and Orders!

In the Indian context, Freemasonry arrived with the East India Company in 1769; and the Grand Lodge of Ancient, Free and Accepted Masons of India, founded in 1961, inherited its mantle. This national organization administers the mainstream of Freemasonry in India under the three “branches” of Craft Masonry, Mark Masonry and Royal Arch Masonry

THE V. RAJENDRAN LODGE has been founded in Madurai under a Warrant of Constitution dated 15<sup>th</sup> March 2022 issued by M.W. Bro. Anish Kumar Sharma, OSM, M.W. the Grand Master of the Grand Lodge of Ancient, Free and Accepted Masons of India; and the Lodge was consecrated and constituted by him, into a Regular Lodge under the jurisdiction of the Grand Lodge of India, on Friday the 18<sup>th</sup> March 2022 corresponding to 24<sup>th</sup> day of Phalgun 1943 Saka era and has been assigned the No. 474 on the rolls of the Grand Lodge of India.

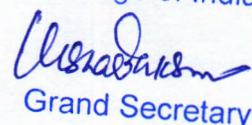
This eponymous Lodge was specially formed by a select group of Freemasons in Madurai to honour Right Worshipful Brother V. Rajendran; an illustrious Freemason of Madurai, who had served as R.W. the Regional Grand Master of the Regional Grand Lodge of Southern India (1987-1989) and as R.W. the Deputy Grand Master of the Grand Lodge of India (1992). Mr. V. Rajendran (26.03.1928 - 28.11.2021) was a scion of the notable A.R.A.S and P.V.P.V family business house of Tamilnadu, engaged in automobiles distribution and service in several cities of the State. He commanded universal recognition, respect and reverence amongst Indian Freemasons, as well as amongst senior Freemasons in several international jurisdictions. R.W. Bro. V. Rajendran had endeared himself to every individual Mason with his courtesy and affability; earned the respect of his peers as a strong and committed leader; and was the foremost Masonic scholar of his times.

The Master, Wardens and the Brethren of THE V. RAJENDRAN LODGE, under Rule 111 of the Book of Constitutions of the Grand Lodge of India, have hereby adopted the following Bylaws for the purposes of good governance. These are consistent with and conform to the Rules contained in the Book of Constitutions of the Grand Lodge of India.

### **1. ADDRESS**

THE V. RAJENDRAN LODGE shall function from: Freemasons' Hall, Bharathi Ula Road, Race Course, Madurai 625002; and its official email address for all communications shall be [lodgev474@gmail.com](mailto:lodgev474@gmail.com).

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## 2. MEMBERSHIP

- (a) **The Members** of the Lodge shall comprise two classes, namely Subscribing Members and Honorary Members.
- (b) **Subscribing Members:** Will comprise the Founder Members, those members who have been Initiated into membership, and those admitted as Joined / Re-joined Members of the Lodge as per the provisions of Book of Constitutions.
- (c) **Honorary Members:** Will comprise those who have been elected as such by the Lodge in accordance with Rule 142 of the Book of Constitutions; for reasons of distinguished service to the Craft in general or to this Lodge in particular.
- (d) **Applications for Membership through Initiation:** No candidate for Initiation shall be considered for being admitted as a Member of the Lodge unless and until the secretary has received the completed Application Form in accordance with Rule 135 of the Book of Constitutions; and until the Membership Committee of the Lodge carries out enquiries, interviews the candidate in person at least once, and finally reports to the Lodge Permanent Committee upon the character, qualifications and general desirability of the candidate.
- (e) **Applications for Membership through Joining / Re-Joining:** No candidate for Joining / Re-Joining shall be considered for being admitted as a Member of the Lodge unless and until the secretary has received the completed Application Form in accordance with Rule 135 of the Book of Constitutions; and until the Membership Committee of the Lodge carries out enquiries, and finally reports to the Lodge Permanent Committee upon the character, qualifications and general desirability of the candidate. (In this situation, a Personal Interview can be dispensed with, at the discretion of the Membership Committee).
- (f) **Ballot for Membership:** No Candidate for Initiation / Joining / Re-Joining shall be balloted for until all appropriate fees have been received. In case of an unfavorable ballot, the Fees shall be refunded immediately.
- (g) **Re-proposals:** A candidate or a Brother rejected on ballot for initiation or membership shall not be eligible to be proposed again until after the expiry of three years from the date of such rejection

## 3. OFFICIAL AND FINANCIAL YEAR

The Official Year and Financial Year of the Lodge shall be reckoned from 1<sup>st</sup> April to 31<sup>st</sup> March.

## 4. SUBSCRIPTIONS AND FEES

- (a) **Annual Subscription:** Each Subscribing Member of the Lodge shall be required to pay an Annual Subscription of Rs.2000.00 to the Lodge; **ALONG WITH** his applicable annual dues to the Grand Lodge of India and to the Regional Grand Lodge of Southern India, in accordance with Rule 182 of the Book of Constitutions of the GLI and Bylaw No.3 of the RGLSI.
- (b) **Annual Subscription Due Date:** All annual dues to the Lodge shall be payable in advance each year, and shall thus be considered as due for payment on the 1<sup>st</sup> April each year.
- (c) **Part-Subscriptions:** Irrespective of the actual date of admission into membership, annual subscriptions are to be paid in full; and part-subscriptions for an incomplete year of membership is not permitted.
- (d) **Default in Subscriptions:** Any Member, whose subscription remains unpaid for six months after it becomes due, shall, while so in default, be deprived of all his membership rights. right to attending the Lodge, voting in the Lodge, being appointed or elected to offices and of proposing or seconding candidates
- (e) **One-time Fees for New Members:** Each New Member of the Lodge (Initiated / Joined / Joined from Other Constitutions} shall be required to pay a One-time fee of Rs.10000.00 to the Lodge. Newly admitted Re-Joining Members shall pay a One-time fee of Rs.5000.00. **IN ADDITION**, all newly admitted Members shall also pay such dues, as are applicable, from time to time, to

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the Grand Lodge of India and to the Regional Grand Lodge of Southern India. This one-time fee is exclusive of the Annual Subscription. Such one-time fees shall be paid well before the ballot for admission is to be taken up.

- (f) **Entitlements from One-time Fees:** Each newly Initiated Member of the Lodge, shall receive his copy of the Book of Constitutions of the Grand Lodge of India, copy of the Bylaws of the Regional Grand Lodge of Southern India, copy of the Lodge bylaws, copies of the Q&A Cards, copy of the Ritual Book and his Masonic Apron; at the appropriate times. Each newly Joined member from Other Constitutions shall receive his copy of the Book of Constitutions of the Grand Lodge of India, copy of the Bylaws of the Regional Grand Lodge of Southern India and copy of the Lodge bylaws on the day of his admission as a member. The cost of these items is included in the One-time fee.
- (g) **Note on Special Fees:** The Wardens, Master, Past Masters, Regional Grand Officers and Grand Officers in the Lodge shall be liable to pay such additional sums as required in accordance with Rule 182 of the Book of Constitutions of the GLI and Bylaw No.3 of the RGLSI.
- (h) **Emergency Meeting at request by Candidates / member(s):** Any candidate / member(s) at whose request, an Emergency Meeting is convened shall pay a fee of Rs. 5000.00 ALONG WITH such other additional expenses as are actually incurred on account of holding such Emergency Meeting.
- (i) **Emergency Meetings at the Initiative of the Lodge Permanent Committee:** There shall be no fees for Emergency Meetings that are convened at the Initiative of the Lodge Permanent Committee:

## 5. MEETINGS

- (a) **Meetings** of the Lodge shall be held at Freemasons' Hall, Madurai on the second Friday of every month, except in the month of May.
- (b) **Election Meeting:** The **Master** and **Treasurer** of the Lodge shall be elected annually by ballot in Open Lodge at the Regular Election Meeting in the month of March; and duly installed / invested at the next Regular Meeting in April. The Tyler (who may be a Serving Brother) shall be chosen annually by show of hands at the Regular Election Meeting. (Inasmuch as the Lodge has been consecrated on 18 March 2022, the next Election Meeting shall be held in March 2023; and the next Installation Meeting in April 2023).

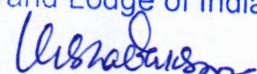
## 6. DRESS REGULATIONS AND LODGE COLOURS

- (a) **Being dressed correctly is mandatory.** The members of the Lodge will attend the meetings of the Lodge in White Shirt, Masonic Tie, Black or Dark Suit (or a closed-neck *band-gala* suit), Black Socks and Black Shoes.
- (b) **The colours of the Lodge apron and collars** shall be Sky Blue.

## 7. LODGE PROCEEDINGS

- (a) **Processional Entry and Exit:** At every meeting, the Worshipful Master shall be received in Procession by the brethren present and saluted immediately after opening the Lodge in the First Degree. Likewise, the Worshipful Master shall retire in procession after the conclusion of the Meeting.
- (b) **Festive Board:** Expenditures incurred on account of organizing the Lodge Festive Board / refreshments / tea / food / beverages / hospitality and hosting of official visitors and dignitaries, and such; shall not be charged to the Lodge account.

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Grand Secretary

## 8. OFFICERS

- (a) **The Regular Officers** of the Lodge shall comprise the Master, the Immediate Past Master, the Senior Warden, the Junior Warden, the Treasurer, the Secretary, the Director of Ceremonies, the Senior Deacon, the Junior Deacon, the Inner Guard, and the Tyler.
- (b) **The Additional Officers of the Lodge** are: a Chaplain, an Assistant Director of Ceremonies, an Assistant Secretary, an Almoner, a Sword Bearer, and two Stewards.

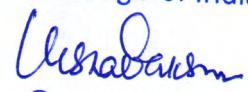
## 9. DUTIES OF THE SECRETARY

- (a) **General:** The Secretary shall conduct the general correspondence, record the Minutes of the proceedings, issue Summons for all Meetings, keep the Membership Register and the Declaration Book and prepare and submit all returns due to Grand Lodge and Regional Grand Lodge. He shall also be the Ex-officio Secretary of the Standing Committee.
- (b) **Inventory:** The Secretary along with the outgoing incumbent in the said office, shall every year, soon after taking charge of his office but not later than the next Regular Meeting of the Lodge, prepare an inventory of all articles, books, and records of the Lodge and sign the same, countersigned by the Master and the Immediate Past Master and place the same before the Standing Committee for its inspection and information.
- (c) **Custodian:** The Secretary shall be responsible for the safe custody all Lodge records; and he shall take charge of the Lodge seal.
- (d) **Handing-over and taking-over process:** As and when the Secretary demits his office, he will hand over the entire official records of the Lodge to his successor, in order to maintain continuity in the Lodge affairs. This handing-over and taking-over process shall be suitably documented under the joint signatures of both the outgoing and incoming Treasurer, Secretary and Master, and carefully archived.

## 10. DUTIES OF THE TREASURER

- (a) **General:** The Treasurer shall collect all fees and monies due to or held for the Lodge and shall issue official receipts for the same. He shall without undue delay deposit them in an appropriate account in the name of the Lodge at a Scheduled Bank approved by a resolution of the Lodge. He will also be responsible for the prompt verification and settlement of all demands bills and dues required from the Lodge.
- (b) **Collecting Subscriptions:** The Treasurer will need to proactively interact with all the members by any appropriate means, so as to ensure that the subscription dues are realized within the first three months of the Official Year.
- (c) **Signatories:** The Treasurer, the Master and the Secretary shall carry out all financial transactions of Lodge. The Treasurer and any one of the other two officers, namely the Master or the Secretary shall be the joint signatories to the operation of the bank accounts and all financial transactions of the Lodge.
- (d) **Bank Transactions Only:** All receipts and payments shall be transacted through the bank account only; and cash transactions are not permitted. Appropriate vouchers shall be obtained from Members / Lodge Officers for any out-of-pocket expenditures; following which, the sums shall be reimbursed through the bank.
- (e) **Surplus Funds:** The Lodge, by appropriate resolutions, may invest its surplus funds in approved Fixed Deposits or bonds in banks and Government institutions.
- (f) **Perpetual Continuity in Accounts:** The Treasurer shall regularly enter a complete record of all transactions and monies passing through his hands in the proper books of accounts. The Treasurer shall keep accounts of the General Fund, the Benevolence Fund and other Funds of the Lodge. These accounts shall be maintained in a transparent manner in the Day Book and Ledger format, electronically, year-after-year, from the date of inception of the Lodge;

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ensuring continuity from one year to the next, through a system of annual reconciliations, account closure and Balance Sheets.

- (g) **Monthly Reports:** The Treasurer shall at every Regular Meeting submit and read in open Lodge, a monthly Statement of Accounts.
- (h) **Annual Accounts Statement:** The Treasurer shall prepare a Statement of Accounts annually made up as on 31st March of each year showing (a) the assets and liabilities, (b) the receipts and expenditure and (c) the balance sheet; thus reflecting the exact financial position of the Lodge; and submit the same to the Audit Committee.
- (i) **Handing-over and taking-over process:** As and when the treasurer demits his office, he will hand over the entire financial records of the Lodge to his successor, in order to maintain continuity in the Lodge accounts. This handing-over and taking-over process shall be suitably documented under the joint signatures of both the outgoing and incoming Treasurer, Secretary and Master, and carefully archived.

## 11. DUTIES OF ALMONER

- (a) **Charity Collections at Every Meeting:** The Almoner shall supervise the in-cash charity collections at each meeting, and ensure that the amount so collected is deposited in the Lodge bank account; for future use, but as far as feasible, within the same year.
- (b) **Needs of Brethren within the Lodge:** The Almoner is charged with keeping track of the needs of brethren who may be in need of financial help and assistance; and to discreetly organize such assistance as far as may be feasible.
- (c) **Brethren and families with illness and infirmity:** The Almoner is also charged with looking out for the welfare of members and their families who are suffering from illness and infirmity; and to offer them solace and comfort with the help of the Lodge membership at large.

## 12. DUTIES OF TYLER AND TYLER'S FEE

- (a) **Preparation of Lodge Room:** The Tyler shall prepare / supervise the preparation of the Lodge room for the meeting.
- (b) **Lodge Paraphernalia:** The Tyler shall also be in charge of the Lodge paraphernalia, Collars, Aprons, etc., and ensure that they are laid out appropriately before the meeting commences; and that they are put away in safe custody after the meeting ends.
- (c) **Masonic Clothing:** The Tyler should ensure that every Brother, whether a Member or a Visitor is properly clothed, prior to admission into the Lodge.
- (d) **Paid Tyler:** In case the Tyler is a serving brother, he shall receive for the proper discharge of his duties, a fee as decided by the Standing Committee from time to time, for every meeting attended by him.

## 13. PROPOSITIONS

- (a) **Notice of Propositions:** No motion unless it is purely formal or technical shall be raised in the Lodge at any Meeting for which Notice has not been given in the previous Regular Meeting or by a Communication addressed to the Secretary not less than 14 days before the meeting at which meeting such proposition is to be considered. The said motion shall be included in the Summons.
- (b) **Casting Vote:** In the case of a tie on any vote arising out of consideration of such proposition(s), the Master shall have the right of a casting vote, which shall decide the ballot.
- (c) **Due Interval before Re-consideration:** No question once decided shall be raised again without the permission of the Master or until three years have elapsed after its last decision.

## 14. LODGE COMMITTEES

All Lodge Committees as detailed below shall have the Master and Secretary of the Lodge as their *ex-officio* President and Secretary.

## 15. PERMANENT COMMITTEE

- (a) **Members:** The Master, all Past Masters of and in the Lodge, incumbent Wardens, Treasurer, Secretary and two members elected at the Installation Meeting shall constitute the Permanent Committee.
- (b) **Responsibilities:** The role of the Permanent Committee is to assist the Master and his officers in the well ruling and governing of the Lodge. It shall be a part of its duties to set the agenda for meetings, to make appropriate arrangements for the meetings and the festive board, to verify the accounts, to inspect and check all the properties of the Lodge, to consider all other matters connected with the working of the Lodge; and to report upon general questions affecting the Lodge.
- (c) **Presiding Officer:** The Master, if present shall preside and in his absence, the Immediate Past Master shall preside.
- (d) **Quorum:** The quorum of the Permanent Committee shall be seven, but must compulsorily include (a) the Master or Immediate Past Master, (b) the Secretary or Treasurer and (c) the Senior or Junior Warden.
- (e) **Financial Recommendations:** The Permanent Committee may make recommendations on financial matters of the Lodge; but such matters shall however have to be deliberated, voted and decided upon only in Open Lodge.
- (f) **Meetings:** The Permanent Committee shall meet on such date and time as the Master may order, once before each Regular Meeting; and its proceedings shall be reported at the following Regular meeting of the Lodge.
- (g) **Annual Report:** It shall be the duty of the Committee to submit at the Installation Meeting an Annual Report containing the details of the workings, events and status of the Lodge for the year and its recommendations for the consideration of the Lodge.

## 16. MASONIC LIGHT DISSEMINATION COMMITTEE

- (a) In keeping with the precedent set by our eponymous late R W Bro V. Rajendran, the Lodge shall take it upon itself to work towards the dissemination of Masonic knowledge.
- (b) For this purpose, the Lodge shall elect at its First Installation meeting in March 2022, a Masonic Light Dissemination Committee consisting of five members; who will continue to hold office for a term of at least five years; following which, appropriate changes may be considered, as necessary. The elected committee may co-opt one or more members of the Lodge to assist them in their work.
- (c) The Committee is entrusted with the tasks of preparing, organizing, presenting, indexing, and web-archiving / accessing of items of Masonic Knowledge, such as are directed towards a greater understanding of the nature and purpose of Freemasonry in its many domains.
- (d) The Committee shall ensure wide dissemination of its work among interested Freemasons, particularly across the Grand Lodge of India; by all appropriate means.

## 17. R W BRO V RAJENDRAN TROPHIES COMMITTEE

- (a) With a view to honour our eponymous late R W Bro V. Rajendran; and simultaneously, to encourage the acquisition and fostering of Masonic Knowledge, Masonic Ceremonial Skills and Masonic Ideals; the Lodge shall institute one or more Trophies in his name, to be awarded through appropriately designed annual competitions, to the winning brethren / Lodges.

- (b) For this purpose, the Lodge shall elect at the Regular Installation meeting, a R W Bro V. Rajendran Trophies Committee, consisting of five members. The elected committee may co-opt one or more members of the Lodge to assist them in their work.
- (c) The Committee is entrusted with the tasks of organizing appropriate Annual Competitions (such as Essay Writing / Masonic Ritual Demonstration / Quizzing etc) at the Lodge / City / Area / Region / National level.
- (d) The Committee shall collaborate with the Lodge Permanent Committee, in order to meet its needs and objectives.
- (e) The Committee shall ensure wide dissemination of such competitions among interested Freemasons, particularly the specific target-groups; by all appropriate means.
- (f) The Committee shall ensure that the Trophies are presented with suitable decorum and dignity, at a suitable forum, in the same official year, by an appropriate Masonic dignitary, in keeping with the importance the Lodge accords to these competitions.

### **(18)BENEVOLENCE COMMITTEE**

- (a) Benevolence is universally considered to be a distinct characteristic of Freemasonry. With a view to promoting this ideal, the Lodge shall elect at the Regular Installation meeting, a Benevolence Committee, consisting of five members.
- (b) The Committee is charged with the mobilization of annual, periodic and monthly charitable contributions from the Members on a voluntary basis; with a view to cumulate and accrue an annual sum; for the express purpose of contribution towards one or more deserving recipients, either individual or institutional. Such disbursals shall be completed in the same official year.
- (c) The Committee shall be responsible for the identification and selection of suitable recipients; and for the disbursal of the contributions; following all appropriate accounting procedures.
- (d) The Committee may, with the approval of the Permanent Committee, consider setting up a Corpus Fund for a specific and designated purpose, designed for the benefit of Members (eg. Corpus Fund for Healthcare Assistance to Members in distressed circumstances). However, such Corpus Funds, once established, shall come under the management of the Permanent Committee.
- (e) All applications for charitable assistance and contributions from individuals shall be made to the Lodge Benevolence Committee in writing setting forth the name, place of residence and present circumstances of the petitioner.

### **(19)MEMBERSHIP COMMITTEE**

The Lodge shall elect at the Regular Installation meeting, a Membership Committee consisting of three members for the purposes of interviewing in person, considering and reporting to the Lodge upon the character, qualifications and the general desirability of the candidates proposed for membership of the Lodge.

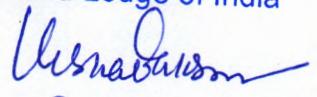
### **(20)AUDIT COMMITTEE**

The Lodge shall elect at the Regular Installation meeting, an Audit Committee, consisting of three members; all of whom shall not be regular officers of the lodge, and one of whom, shall, as far as feasible, be a chartered accountant. It will be the duty of the Audit Committee to verify and audit the Annual Statement of Accounts prepared by the Treasurer under rule 129 of the Book of Constitutions; and to submit an Audited Statement of Accounts at the Installation Meeting, for consideration and adoption by the Lodge.

### **(21)SPECIAL COMMITTEES**

The Worshipful Master may, at his discretion, appoint one or more Special Committees for the consideration of any special subject or matter as may be assigned by him. Such a Special

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Committee shall comprise four members of whom two shall be Past Masters of or in the Lodge, besides the Secretary who will be the Ex-officio Secretary of the Special Committee. Three members shall constitute a quorum of any such committee.

## **(22) COMMUNICATIONS WITH MEMBERS**

- (a) Changes in Members' Contact Details:** It shall be the responsibility of all members to notify all changes of addresses / contact numbers / emails etc. to the Secretary in writing and by email, as and when they occur.
- (b) Routine Communications:** Routine meeting Summons and other such notices / communications which are to be sent to any member, shall be deemed to have been sufficiently served, if sent through Email / WhatsApp to the address on record in the Membership Register.
- (c) Statutory:** Every notice of Exclusion or intended Exclusion shall be sent through registered post with acknowledgment due to the Last known address of the member.

## **(23) BYLAWS**

- (a) Procedure for Changes in Bylaws:** It shall not be competent for the brethren to abrogate, amend, add to or alter these Bylaws, unless the abrogation, amendment, addition or alteration, shall have been approved of at one regular Meeting and confirmed at the next Regular Meeting of the Lodge and approved by the R. W. the Regional Grand Master of Southern India and the M. W. the Grand Master of the Grand Lodge of India.
- (b) Communication of Changes in Bylaws:** In the event of any abrogation, amendment or revision of any Bylaw or Bylaws, the Secretary shall provide each Member with a copy thereof, after approval by the R. W. the Regional Grand Master of Southern India and the M. W. the Grand Master of the Grand Lodge of India.
- (c) Members' Cognizance:** Every Member of the Lodge on his Initiation or Joining shall be presented with a copy of these Bylaws and his acceptance thereof shall be deemed a pledge of his strict adherence and submission to the rules contained herein.

## **(24) BOOK OF CONSTITUTIONS**

In respect of such matters not specifically and expressly provided for in these Bylaws, the Rules and Regulations of the Grand Lodge of India as embodied in its Book of Constitutions; and the Bylaws of the Regional Grand Lodge of Southern India shall apply.

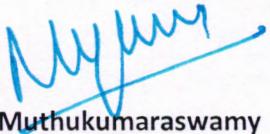
For Grand Lodge of India

  
Grand Secretary

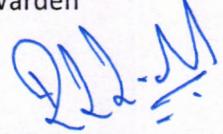
Adopted unanimously at the consecration and constitution of the Lodge on 18<sup>th</sup> March 2022 at Madurai.

R.W. Bro. P.K. Muthukumaraswamy  
Worshipful Master

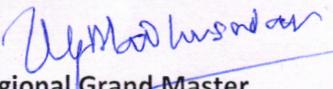
R.W. Bro. S. Subbiah  
Junior Warden

  
P.V. Parthasarathy

R.W. Bro. P.V. Parthasarathy  
Senior Warden

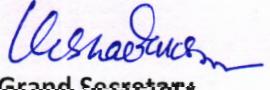
  
W. Bro. R.K. Kanthimathinathan  
Secretary

Approved by R. W. the Regional Grand Master of the Regional Grand Lodge of Southern India, Chennai on ..... 11/4/22

  
R.W. the Regional Grand Master

Approved by M. W. the Grand Master of the Grand Lodge of India, New Delhi on ..... 24.05.2022

MW The Grand Master

  
Grand Secretary