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**BYE-LAWS**  
**OF**  
**CHAPTER WILLIAMS No. 95**  
**TRICHUR**

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**PREAMBLE**

We, the Principals and companions of "CHAPTER WILLIAMS" No. 95 are now bringing into force the Bye-Laws of this chapter, with a view to preserving peace, unity and harmony and have, therefore, thought it proper to establish and subscribe to the following Rules and Regulations.

**1 MEMBERS**

1. The chapter consists of subscribing and Honorary Members.
2. Subscribing Members can be either Resident or Non-Resident members.
3. Any subscribing member who resides permanently outside the District of Trichur can by application in writing or in open chapter put himself on the Non-Resident list.
4. Honorary Members are those elected, as such, for services rendered to free masonry in general or to the chapter in particular (Rule 141 of the Book of Constitution). Honorary members shall pay no admission fees or contributions of any kind and shall not be eligible to vote or hold any office.

**II DUES**

Every resident or non-resident member shall pay in advance Rs. 150/- per year as subscription.

**III CONVOCATIONS**

1. The Regular Convocations of the chapter shall be held at Williams Masonic Hall, XXVII/359, Museum Road, Trichur, on the second Saturday in the months of MARCH, JUNE, SEPTEMBER, and DECEMBER, at such hour as the Principals decide.

2. Emergency convocations may be convened at any time as per Rule 115 of the Book of constitutions.
3. All summons will be circulated by the Scribe "E" at least seven days previous to the day of regular convocation and as soon as possible in case of Emergency.

#### IV ELECTION AND INSTALLATION

The 3 Principals, Treasurer and Janitor shall be elected at the Regular convocation in September. The three Principals-elect shall be installed at the regular convocation in December.

#### V STANDING COMMITTEE

1. A standing committee shall be constituted at the Installation Meeting consisting of the three Principals, Immediate Past Principal, Scribe 'E', D of C, Treasurer and all other past Principals of "Chapter Williams" and 2 companions who do not hold any office and elected by the chapter.
2. The duties of the Committee shall be:
  - a) To scrutinise the quarterly financial statement prepared by the Treasurer.
  - b) To enquire into the eligibility of every candidate proposed for admission.
  - c) To take an inventory of the chapter property and report on its condition.
  - d) To present the annual report at the installation meeting.
  - e) To consider and suggest any matter intending to promote the Welfare of the Chapter.

#### VI AUDIT COMMITTEE

A committee of two, who are not members of the standing committee, shall be elected by the chapter at the Installation meeting for auditing the accounts of the year. The audited statement shall form part of the Annual report.

#### VII TREASURER

1. The Treasurer shall collect all amount payable to the chapter and deposit them in a Bank approved by the chapter and

in the name of the chapter. He shall make payments for current routine expenses with the permission of the First Principal.

2. The disbursement of any amount exceeding Rs. 100/-, otherwise than for routine expenses requires the previous sanction of the chapter, under notice.
3. All cheques must bear the signature of the Treasurer and, unless the chapter resolves to the contrary, of at least one other member authorised by the chapter.
4. The Treasurer shall close the chapter accounts once every quarter, at the end of February, May, August and November and such accounts shall be laid before the standing committee for examination with a list of members in arrear with their dues.
5. The Treasurer shall draw up an annual statement of accounts showing the receipt and expenditure and balance in cash, securities etc., for the year ending 30th November, which when audited and found correct by the Audit committee shall be signed and placed before the chapter at the Installation Meeting in December.

#### VIII SCRIBE 'E'

1. The Scribe "E" shall be in charge of the chapter seal and records and books other than the account books maintained by the Treasurer. He shall conduct all general business and correspondence of the chapter under the orders of the Principal.
2. All letters from Members of the chapter shall be addressed to the Scribe 'E'. The Scribe 'E' shall issue summonses for all meetings, take proper minutes of the proceedings of the chapter, receive all petitions, memorials etc, and place them before the Principal.

#### IX ADMISSION RIGHTS ETC., OF MEMBERS

1. EXALTATION
  - a) Before a candidate is proposed for exaltation, joining or rejoining, his proposal, duly filled in, proposed or seconded, shall be furnished to the Scribe "E".

- b) The proposal shall be referred to the standing committee for enquiry and report, before the proposal is made in open chapter at the Regular Convocation or in writing to the Scribe 'E'.
- c) The ballot shall be taken at the convocation following that at which proposal is made in open chapter. If the ballot is Not so taken the proposal shall lapse.
- d) Two black balls shall exclude a candidate and any one so rejected shall not be proposed again until 6 months, after the date of his rejection.
- e) As collective ballot is irregular, separate ballot for each candidate will be taken.

## X CESSATION OF MEMBERSHIP

If the subscription of the chapter remains unpaid for one full year, at the expiration of that period he shall cease to be a member of the chapter (RA 70) and that fact shall be reported in the open chapter at its regular convocation and recorded in the minutes. He can become a member again only on payment of the arrears, followed by regular proposition and ballot according to Rule 70 of the R. A. Regulations.

## XI VISITORS

A member of the chapter may invite visitors, who are companions and satisfy the provisions in Rule 104 of the Book of constitution, to chapter convocations with the permission of the First Principal.

## XII FEES

1. The following shall be the fees payable to chapter :
  1. For exaltation Rs. 1000 00
  2. For joining or rejoining from the Indian constitution Rs. 500 00
  3. For joining from a recognised constitution Rs. 750 00
  4. Annual Subscription payable in advance Rs. 150 00

## 2. Fees of Honour :

- a) The First Principal shall pay on First Installation a fee of Honour to the charity fund Rs. 100 00
- b) The Second and Third Principals on first investment shall pay a fee of Honour to the charity fund Rs. 50 00

## XIII RESIGNATION

Any member wishing to resign must do so in open chapter or letter addressed to the Scribe "E". When all his dues being fully paid up, he shall be furnished with a clearance certificate.

## BYE-LAWS

Bye-laws of the chapter shall be read at least once in a year in open chapter.

No alteration or addition to these Bye-laws may be made unless the same is duly proposed and seconded in open chapter at a Regular convocation and included in the agenda for the next convocation at which the amendment or alteration shall be confirmed by majority and then applied for due approval of M. E. The Grand Superintendent and M. E. The First Grand Principal.

Passed and Confirmed on 29th October 1994

E. Comp. Himatlal. M.	Founder Z
E. Comp. Dr. Sujit Vasudevan	Founder H
E. Comp. Dr. M. N. Mukundan	Founder J
Comp. C. P. A. Menon	Founder Scribe 'E'

Dated this 29th day of October 1994  
at Williams Masonic Hall, Trichur-20.

Approved by M. E. The Grand Superintendent of Regional Grand Chapter of India.

Approved by the First Grand Principal of Supreme Grand Chapter of India.