

Bylaws
of
Mark Lodge Satsang No.165





MARK LODGE SATSANG N^o. 165

BYLAWS

PREAMBLE

It is necessary for good governance and well-being of every institution and lawfully organized society that a set of Rules and Regulations be framed to guide its members on that, which is acceptable, and, equally, on the ones that are to be eschewed. Accordingly, the Master, the Wardens and the Brethren of MARK LODGE SATSANG NO. 165, for the purpose of preserving that harmony which should always distinguish Mark Master Masons, do hereby establish and agree to the following Bylaws under Rule 87 of the Book of Constitutions of the Grand Lodge of Mark Master Masons of India, which are consistent with and conform to the Laws contained in the Book of Constitutions of Grand Lodge of Mark Master Masons of India.

MARK LODGE SATSANG has been founded in Chennai under the Warrant dated 18th of April, 2016, corresponding to the 29th day of Chaithra, 1938, Saka Era, from the Grand Lodge of Mark Master Masons of India and the Lodge was consecrated and constituted into a Regular Lodge, by **M.W. Bro. Harcharan Singh Ranauta**, M.W. the Grand Master of the Grand Lodge of Mark Master Masons of India, on the 10th day of Vaisakha in the Saka era of 1938, corresponding to the Gregorian calendar of Saturday, the 30th April 2016 and is assigned the No. 165 on the Roll of the Grand Lodge of Mark Master Masons of India.

MEMBERS

1. The Members of the Lodge shall comprise two classes, namely Subscribing Members, and Honorary Members.
 - a) **Subscribing Members:** All the Founder Members and those members ordinarily residing within the limits of District of Chennai but initiated into or joined or rejoined the Lodge as per the provisions of Book of Constitution.
 - b) **Honorary Members:** Any Brother of good standing and worthy of such distinction by reason of his service to the Craft or to the particular Lodge, who is or within the previous year has been a subscribing member of a Regular Daughter Lodge, may be elected as such by the Lodge in accordance with Rule 103 of the Book of Constitutions.

MEETINGS

2. The Regular Meetings of the Lodge shall be held at Freemasons' Hall, 14, Ethiraj Salai, Egmore, Chennai 600 008 on the Second Sunday of March, June, September & December or at such other place and time as the Master may fix from time to time.

Sd/-

W.Bro. S. Srikanth
W. Master

Sd/-

W.Bro. Dr. Gurumurti Natarajan
Senior Warden

Sd/-

W.Bro. P. Selvaganesh
Junior Warden

Sd/-

W.Bro. S. Krishnan
Secretary



EMERGENCY MEETING

3. An Emergency Meeting of the Lodge may be held for the purposes mentioned in the Book of Constitutions and in accordance with the provisions thereof.

ELECTION AND INSTALLATION MEETING

4. The Master of the Lodge shall be elected annually by ballot in Open Lodge at the Regular Election Meeting in the month of December and shall be installed at the next Regular Meeting in the month of March.
5. The Treasurer of the Lodge shall be elected annually by ballot in Open Lodge at the Regular Election Meeting in the month of December.
6. The Tyler, if a serving member, shall be elected annually by show of hands at the Regular Election Meeting in the month of December.

OFFICERS

7. The Regular Officers of the Lodge shall comprise the Master, the Immediate Past Master, the Senior Warden, the Junior Warden, the Overseers, the Treasurer, the Registrar of Marks, the Secretary, the Senior Deacon, the Junior Deacon, the Inner Guard, and the Tyler.
8. The Master may appoint as additional officers a Chaplain, a Director of Ceremonies, an Assistant Director of Ceremonies, an Almoner, an Assistant Secretary and up to four Stewards and none other.

ADMISSION OF MEMBERS

9. No person shall be considered for being admitted as a Member of the Lodge unless and until the Membership Committee of the Lodge considers and reports favourably to the Lodge upon the character, qualifications and general desirability of the candidates proposed for Membership.
10. Applications for Advancement, Joining or Rejoining shall be deposited with the Secretary at least fourteen days before the Meeting at which the Candidate is to be proposed and seconded.
11. No Candidate for Advancement or Joining shall be Advanced or balloted for until he has signed a declaration as set forth under rules 100 of the Book of Constitutions and he has been duly proposed and seconded and all fees therefore have been paid. However, a candidate desirous of becoming a Joining Member from a Lodge under the Grand Lodge of India need not sign the declaration under rule 100 of the Book of Constitutions.
12. A Candidate for Advancement or a Brother desirous of joining or rejoining the Lodge shall be accepted on the ballot, as per provisions of Book of Constitutions. In cases of serious doubt, the Master may, at his discretion, immediately cause a second ballot to be taken and if it proves unfavorable, that decision shall be final. In every case, the Secretary shall communicate the result of the ballot to the candidate. In all cases of unfavorable ballot, the Fees shall be returned at the time when the information is furnished.

Sd/-

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Sd/-

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W. Master

W.Bro. Dr. Gurumurti Natarajan
Senior Warden

W.Bro. P. Selvaganesh
Junior Warden

W.Bro. S. Krishnan
Secretary



13. A candidate or a Brother rejected on ballot for Advancement or membership shall not be eligible to be proposed again until after the expiry of One Year from the date of such rejection.

FEES

14. The scale of Fees and Subscription shall be as follows:

14.A. FEE STRUCTURE:

i. Advancement:

- Advancement Fee payable to the Lodge Rs. 2,000/-
Additionally, the following fees are payable:
- Annual Subscription payable to the Lodge (as in Bylaw 14(B))
- Advancement Fees payable to the Grand Lodge of Mark Master Masons of India and to the Regional Grand Mark Lodge of Southern India as applicable from time to time.

ii. Joining From Indian Constitution:

- Joining Fee payable to the Lodge Rs. 2,000/-
Additionally, the following fees are payable:
- Annual Subscription payable to the Lodge (as in Bylaw 14(B))
- Joining Fees payable to the Grand Lodge of Mark Master Masons of India and to the Regional Grand Mark Lodge of Southern India as applicable from time to time.

iii. Joining from Other Constitutions:

- Joining Fee payable to the Lodge Rs. 2,000/-
Additionally, the following fees are payable:
- Annual Subscription payable to the Lodge (as in Bylaw 14 (B))
- Joining Fees payable to the Grand Lodge of Mark Master Masons of India and to the Regional Grand Mark Lodge of Southern India as applicable from time to time.

iv. Re-Joining:

- Re-joining Fee payable to the Lodge Rs. 500/-

Sd/-

Sd/-

Sd/-

Sd/-

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W. Master

W.Bro. Dr. Gurumurti Natarajan
Senior Warden

W.Bro. P. Selvaganesh
Junior Warden

W.Bro. S. Krishnan
Secretary



Additionally, the following fees are payable:

- Annual Subscription payable to the Lodge (as in Bylaw 14 (B))
- Re-joining Fees payable to the Grand Lodge of Mark Master Masons of India and to the Regional Grand Mark Lodge of Southern India as applicable from time to time.

- The above Fees are payable in advance before Advancement or Joining or Rejoining.
- A candidate for Advancement, Joining or Re-Joining at any part of the year shall pay the full annual subscription.

14.B. MEMBERS SUBSCRIPTION:

The Annual Membership fees payable to the Lodge shall consist of:

1. Annual Subscription payable to the Lodge Rs. 750/-

Additionally, the following fees are payable:

2. Annual dues payable to the Grand Lodge of Mark Master Masons of India and to the Regional Grand Mark Lodge of Southern India as applicable from time to time.
3. All ruling Overseers, Wardens, Master and Past Masters in the Annual Subscription shall pay an additional Rs.50/- to Regional Grand Mark Lodge and Rs.75/- to Grand Mark Lodge of India or such fee in accordance with Rule 151 of the Grand Lodge of Mark Master Masons of India as applicable from time to time.
4. The above subscriptions shall be payable in advance each year and the official year shall be from 1st of March of every English year
5. Honorary Members are not liable to pay any subscription fees.

15. Any Candidate at whose request, an Emergency Meeting is convened shall pay a fee of Rs. 500/- and also such other expenses which are incurred on account of holding such Emergency Meeting.

EXCLUSION

16. Any Member, whose subscription remains unpaid for two years after it becomes due, shall be liable for exclusion in accordance with the provisions contained in Rule 110 of the Book of the Constitution.

Sd/-	Sd/-	Sd/-	Sd/-
W.Bro. S. Srikanth W. Master	W.Bro. Dr. Gurumurti Natarajan Senior Warden	W.Bro. P. Selvaganesh Junior Warden	W.Bro. S. Krishnan Secretary



17. Any Member, who has been excluded under Bye-Law No 16 may be permitted to rejoin, provided he pays all arrears due of him and the prescribed Fees for Rejoining and he is regularly proposed and balloted for favourably in accordance with Rule 101 of the Book of Constitutions.

RESIGNATION

18. Any Member of the Lodge may resign his membership by notifying such Resignation by a written notice to the Secretary or by a declaration in open Lodge. The resignation takes effect in accordance with Rule 107 of the Book of Constitutions. Any Member who has resigned his Membership, will be permitted to rejoin on payment of Rejoining Fee and any arrears due, but shall be subject to a fresh ballot.

DUTIES OF THE SECRETARY

19. i) The Secretary shall conduct the general correspondence, record the Minutes of the proceedings, issue Summonses for all Meetings, keep the Membership Register and the Declaration Book and prepare and submit all returns due to Grand Lodge of Mark Master Masons of India and Regional Grand Mark Lodge of Southern India. He shall also be the Ex-officio Secretary of the Standing Committee.
- ii) 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 Mark 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.
- iii) He shall also keep in safe custody all records and take charge of the Lodge seal.
- iv) He shall make payment for petty contingent expenses for which purpose he shall receive an advance of not more than Rs. 1,000/-

DUTIES OF THE TREASURER

20. i) 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.
- ii) The Treasurer shall keep accounts of the General Fund, the Benevolent / Charity Fund and the Stewards' Fund and other Funds of the Lodge.
- iii) 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.

Sd/-	Sd/-	Sd/-	Sd/-
W.Bro. S. Srikanth W. Master	W.Bro. Dr. Gurumurti Natarajan Senior Warden	W.Bro. P. Selvaganesh Junior Warden	W.Bro. S. Krishnan Secretary



- iv) The Treasurer shall regularly enter a complete record of all transactions and monies passing through his hands in the proper books of accounts.
- v) The Treasurer shall prepare a Statement of Accounts annually made up as on 31st January of each year showing the exact financial position of the Lodge and submit the same to the Audit Committee.
- vi) The Treasurer shall at every Regular Meeting submit and read in open Lodge, a Statement of Accounts for the period from the preceding Regular Meeting to the current Regular meeting.
- vii) The Lodge, by a resolution, may also invest its funds in approved Fixed Deposits or bonds in banks, Government and other recognized institutions.

DUTIES OF TYLER

- 21. i) The Tyler shall prepare the Lodge for the meetings and see that every Brother, whether a Member or a Visitor is properly clothed, prior to admission into the Lodge. The Tyler shall also be in charge of the Collars, Aprons, etc., belonging to the Lodge.
- ii) 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.

PROPOSITIONS

- 22. i) 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.
- ii) 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.
- iii) No question once decided shall be raised again without the permission of the Master or until three months have elapsed after its last decision.

PERMANENT / STANDING COMMITTEE

- 23. i. The Master, all Past Masters of and in the Lodge, incumbent Wardens, Overseers, Treasurer, Secretary, Director of Ceremonies and two members elected at the Installation Meeting shall constitute the Standing Committee.
- ii) It shall be the duty of this Committee to check the accounts, make arrangements for the meetings and consider all the matter connected with the working of the Lodge, to inspect and check all the properties of the Lodge, and report upon general questions affecting the

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W.Bro. S. Srikanth
W. Master

W.Bro. Dr. Gurumurti Natarajan
Senior Warden

W.Bro. P. Selvaganesh
Junior Warden

W.Bro. S. Krishnan
Secretary



- Lodge. The Master, if present shall preside and in his absence, the Immediate Past Master or in his absence, the senior-most Brother present shall preside. The role of the Standing Committee is to assist the Master and his officers in the well ruling of the Lodge; whereas the Standing Committee may make recommendations on financial matters of the Lodge such matters shall however have to be deliberated, voted and decided upon only in Open Lodge. The Standing Committee shall meet on such date and time as the Master may order once before each Regular Meeting. A quorum of the Standing Committee is deemed to have been met if five or more members of the Committee assemble to transact any business pertaining to the Lodge, and the result of its proceedings shall be reported at the following Regular meeting of the Lodge.
- iii) 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.

MEMBERSHIP COMMITTEE

- 24. The Lodge shall elect at the Regular Installation meeting, a Membership Committee consisting of two members for the purpose considering and reporting to the Lodge upon the character, qualifications and the general desirability of the candidates proposed for membership of the Lodge.

AUDIT COMMITTEE

- 25. At the Regular Installation Meeting of the Lodge in March, every year, the Lodge shall elect two members to the Audit Committee, consisting of two members, not being any of the regular officers, to verify and audit the Annual Statement of Accounts prepared by the Treasurer under rule 129 of the Book of Constitutions of the Craft. It shall be the duty of the Committee to submit at the Installation Meeting an Audited Statement of Accounts of the previous year for the adoption by the Lodge.

SPECIAL COMMITTEE

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

SUMMONS AND NOTICE

- 27. i. Summons or notice which is to be sent to any member shall be deemed sufficiently served, if sent through Electronic Mail to the address stated in the Membership Register. Every notice of exclusion or intended exclusion shall be sent through registered post with acknowledgment due to the Last known address of the member.

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W. Master

W.Bro. Dr. Gurumurti Natarajan
Senior Warden

W.Bro. P. Selvaganesh
Junior Warden

W.Bro. S. Krishnan
Secretary



- ii. All changes of addresses shall be invariably notified to the Secretary in writing by members immediately when they occur.

CONSTITUTIONS

28. In respect of matter not specifically and expressly provided for in the Bylaw, the Law and Regulations of the Grand Mark Lodge of India as embodied in the Book of Constitutions and Bylaws of the Regional Grand Mark Lodge of Southern India shall apply.

DRESS REGULATIONS

29. The members of the Lodge will attend the meetings of the Lodge in Black or Dark Suit, Tie, White Shirt, Black Shoes and Black Socks.

CEREMONIES

30. At every meeting, there shall be Masonic Education immediately after the ritual of the day.
31. At every meeting, the Lodge will observe "Moments of Contemplation" in the form of Five minute silence immediately after the Masonic Education.

ALMS (CHARITY FUNDS)

32. a. Immediately before the closing of the Lodge, regular or emergency, the charity box shall be taken round as directed by the Master in which the Brethren may deposit their freewill offerings.
b. The amount thus collected shall be kept separate from the Lodge funds and appropriated to only such charitable purposes as the Brethren in Open Lodge may direct.

BYLAWS

33. i) 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 Proposed at one regular Meeting and Approved at the next Regular Meeting of the Lodge and approved by the R. W. the Regional Grand Mark Master of the Regional Grand Mark Lodge of Southern India and the M.W. the Grand Master of the Grand Lodge of Mark Master Masons of India.
ii) 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 Mark Master of the Regional Grand Mark Lodge of Southern India and the M.W. the Grand Master of the Grand Lodge of Mark Master Masons of India.
iii) Every Member of the Lodge on his Advancement, 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.

Sd/-	Sd/-	Sd/-	Sd/-
W.Bro. S. Srikanth W. Master	W.Bro. Dr. Gurumurti Natarajan Senior Warden	W.Bro. P. Selvaganesh Junior Warden	W.Bro. S. Krishnan Secretary



Adopted unanimously at the consecration and constitution of the Lodge on 30th April 2016 at Chennai.

Sd/-
W.Bro. Sreedharan Srikanth
Worshipful Master

Sd/-
W.Bro. Gurumurthi Natarajan
Senior Warden

Sd/-
W.Bro. Puvaneswaran Selvaganesh
Junior Warden

Sd/-
W.Bro. Sankaran Krishnan
Secretary

Approved by R. W. the Regional Grand Mark Master
of the Regional Grand Mark Lodge of Southern India, Chennai

Place : Chennai
Date : 30th April 2016

Sd/-
R.W.Bro. Arvind Prasad Chitra
Regional Grand Mark Master

Approved by M. W. the Grand Master
of the Grand Lodge of Mark Master Masons of India, New Delhi

Place : Delhi
Date : 26.06.2016

Sd/-
R.W.Bro. V.K. Gupta
Grand Secretary

Sd/-	Sd/-	Sd/-	Sd/-
W.Bro. S. Srikanth W. Master	W.Bro. Dr. Gurumurti Natarajan Senior Warden	W.Bro. P. Selvaganesh Junior Warden	W.Bro. S. Krishnan Secretary