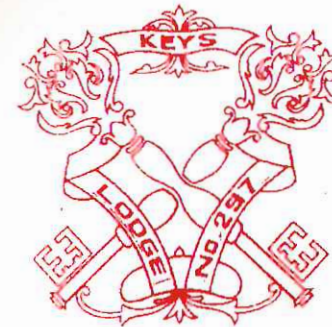


15 DEC 2005



**BYE-LAWS  
OF  
LODGE KEYS No. 297  
HYDERABAD**

**Founded: July 15, 1994**

**Warranted: July 15, 1994  
Consecrated on: November 5, 1994**

The Bretheren of Lodge Keys express their thanks to  
Worshipful Master & Wardens of Lodge Morland No. 25  
for having sponsored this Lodge.

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**BYE-LAWS  
OF  
LODGE KEYS No. 297  
HYDERABAD**

**Founded: July 15, 1994**

**Warranted: July 15, 1994  
Consecrated on: November 5, 1994**

**Meets on First Wednesday of every month starting  
January of each year except in the month of May  
at Ghoshamahal Baradari Masonic Building,  
Ghoshamahal, Hyderabad 500 012.**

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## GRAND LODGE OF INDIA

To all and Every Most Worshipful, Right Worshipful,  
Worshipful and Lodging Brethren

We

**Gautam Ramanlal Divan**  
Recipient of the Order of Service to Masonry

Grand Master

Of the Most Antient and honourable fraternity of free and  
Accepted Masons of India

SEND GREETINGS KNOW YE THAT WE by the authority and under the sanction of the Grand Lodge of India vested in us for that purpose and at the humble petition of our right Trusty and Well Beloved Brethren *Chellagalla Narasimha Rao, A. Mahendra Reddy, Dr. Sanjeev Singh Yadav, Subbuswami Govindarajan, Gudipati Dinakar, Ayyadevara Srinivas, Pidikiti Indra Prasad, Khambampati Narasimha Rao, Kanhailal Karsondos Parekh, Arun A. Mehta, K. Srinivas, A.M. Sarma, B.V.P. Raju, G.S. Rama Rao, G. Ramana and K.S. Viswanathan.*

Do hereby constitute the said brethren into a Lodge of free and Accepted Masons under the title of Denomination of THE KEYS LODGE No. 297.

The said Lodge to meet at Freemason's Hall, Hyderabad on *First Wednesday of every alternative month beginning with February each year* empowering them in the said Lodge when duly congregated to make, pass and raise Freemason's according to the Ancient Custom of the Craft in all Ages and Nations throughout the known World And further at their said Petition and of the great trust and confidence reposed in every of the above named Brethren WE DO APPOINT the said CHELLAGALLA NARASIMHA RAO to be the First MASTER and the said A. MAHENDRA REDDY to be the First SENIOR WARDEN and the said Dr. SANJEEV SINGH YADAV as the First JUNIOR WARDEN for opening and holding the said Lodge and until such time as another Master shall be regularly elected and installed, strictly charging that every member who shall be elected to preside over the said LODGE and who must have duly served as Warden in a Warranted Lodge, shall be installed in Antient

form and according to the Laws of the Grand Lodge that he may thereby be fully invested with the dignities and powers of his Office. And we do require you the said CHELLAGALLA NARASIMHA RAO to take special care that all and every the said Brethren and or have been regularly made Masons and that you and they and all other Members of the said Lodge do observe, perform and keep the Laws, Rules and Orders contained in the Book of Constitutions and all others which may from time to time be made by our Grand Lodge or transmitted by us or our Successors Grand Masters or by our Deputy Grand Master for the time being and we do enjoin you to make such By Laws for the Government of your Lodge as shall to the majority of the Members appear proper and necessary, the same not being contrary to or inconsistent with the General Laws and Regulations of the Craft, a Copy whereof you are to transmit to us. And we do require you to cause all such By Laws and Regulations and also an account of the proceedings in your Lodge to be entered in a Book to be kept for that purpose. And You are in no wise to omit to send to us or our Successors Grand Masters or to Our Deputy Grand Master the time being at least once in every year a list of the members of your Lodge and the names and descriptions of all Masons initiated therein and Brethren who shall have joined the same with the fees and monies payable thereon. It being our will and intention that this OUR WARRANT OF CONSTITUTION shall continue in force so long only as you shall conform to the Laws and Regulations of our Grand Lodge. And you the said CHELLAGALLA NARASIMHA RAO are further required as soon as conveniently may be to send us an Account in writing of what shall be done by virtue of these Presents.

GIVEN under our hands and the Seal of the Grand Lodge of New Delhi this *fifteenth day of JULY, 1994* corresponding to *twenty fourth day of Ashadha, 1916, Saka Era.*

**N.L. DUGGAL**  
Grand Secretary

**G.R. DIVAN**  
Grand Master



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BYE-LAWS OF

**LODGE KEYS No. 297**

**I. CONSTITUTION**

1. **CHARTER:** Lodge Keys is duly constituted under a dispensation granted by the Most Worshipful Grand Master of the Grand Lodge of Free, Antient and Accepted Free Masons of India, M.Wor. Bro. GAUTAM RAMANLAL DIVAN on the fifteenth day of July 1994, corresponding to the twenty fourth day of Ashadha, 1916, Saka Era. The Lodge was regularly consecrated on the fifth day of November 1994 and was registered with the No. 297 in the Registers of the Grand Lodge of India.
2. **OFFICERS:** The Office bearers of the lodge shall consist of  
Worshipful Master  
Immediate Past Master  
Senior Warden  
Junior Warden  
Chaplain  
Treasurer (elected)  
Secretary  
Director of Ceremonies  
Senior Deacon  
Junior Deacon  
Bearer of Volumes of Sacred Laws (five)  
Sword Bearer  
Assistant Secretary  
Assistant Director of Ceremonies  
Almoner  
Organist  
Inner Guard  
Stewards (not exceeding 5)  
Tyler (elected)
3. **REGULAR MEETING DAY:** The regular meeting of the Lodge shall be the First Wednesday of every month except May, beginning with January of every Year.

4. **MEMBERS:** The lodge will consist of Resident, Absent, Non-Resident, Honorary and Life Members.
5. **LIMITS OF JURISDICTION:** The word "Station" shall be held to mean the limits of Greater Hyderabad Corporation/Notified Hyderabad Urban Development Areas and its adjoining Cantonment Areas and as amended from time to time.

**II. CANDIDATES**

6. **CANDIDATES:** 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 and must be reported upon by the Standing Committee, before the ballot is proceeded with. All such candidates must be introduced to the Standing Committee.
7. **LIABILITY OF PROPOSER & SECONDER:** The proposer and seconder shall both be individually and jointly responsible for all fees and expenses incurred on account of such Brother till he becomes full fledged Master Mason or for a period of one year, whichever is greater.
8. **REJECTED CANDIDATE:** A candidate who has been rejected shall not be again eligible for proposal for twelve months.

**III. BALLOT AND VOTING**

9. **BALLOT:** The secrecy of the Ballot shall be held strictly inviolate; and when a ballot takes place for the initiation of a candidate or the joining or rejoining of a Brother, no person shall be made a Mason in or admitted to a daughter lodge unless if on Ballot, two thirds of the members present and voting in the Lodge approve the proposal for such candidature
10. **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 ball, cause a second ballot forthwith taken, which shall be final for all purposes.
11. **VOTING WHEN DEBARRED:** Any member who is in arrears for 3 months or over shall be debarred from balloting or voting on any question before the Lodge and from making any proposition.



12. **VOTING BY PROXY:** No member shall be permitted to vote by proxy.

12B. **REBALLOTING:** Any candidate rejected under rule 140 shall not be repropounded and balloted unless 3 months period had lapsed between the first and re-balloting.

#### IV. RESIDENT, ABSENT, NON-RESIDENT, ABSENT, HONORARY AND LIFE MEMBERS

13. **ABSENT LIST:** No member leaving the Station shall be placed on the Absent List until he signifies the same in writing to the Secretary or announces it in the open Lodge.

14. **No Officer** shall be allowed to place his name on the absent list.

15. **RETURN OF ABSENT MEMBERS TO STATION:** Any Member who has been placed on the Absent List under Bye Law No. 13 shall on his return at once place his name on the List of Resident Members.

16. **FAILURE TO REPORT RETURN:** Any Member omitting to comply with the preceding Bye Law shall be liable to pay the full subscription for the period that he has resided in the station and evidence either written or verbal of two Master Masons as to such period of residence shall be final and shall be sufficient to give effect to this rule unless reasonable evidence be adduced to the contrary.

**HONORARY MEMBER:** An Honorary Member shall be elected by Ballot as per Rule 142 of the Book of Constitutions after notice of such election is placed in the summons. However, consent of the Brother on whom the Honorary Membership is to be conferred shall be received by the Lodge prior to balloting.

#### V. FEES AND SUBSCRIPTIONS

17. **FEES AND SUBSCRIPTIONS:** The following fees shall be payable in advance to the Lodge and such fees shall not include cost of Master Mason's apron, G.L.I., & R.G.L. Dues, but includes Certificate fee to every Mason

Initiation	: Rs. 1,000
Joining or Re-Joining	: Rs. 500

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Monthly Subscription including Dinner	: Rs. 150
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Absent Member	: Rs. 50
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Supply of Master Mason Apron	: At Actuals
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G.L.I & R.G.L Dues	: At Actuals
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17B. **LIFE MEMBER:** Any member who has reached the age of 50 years and has been a subscribing member of the Lodge for 20 years is eligible to become a Life Member by the payment of 5 times yearly subscription in one lumpsum or 3 instalments within the year.

18. **ABSENT MEMBER ATTENDING THE LODGE:** Should an absent member attend the Lodge or the Banquet, he shall be charged full subscription for the month.

Should the subscription of a Member of the Lodge remain unpaid for 6 full months, the Secretary will send a Registered notice to him requesting settlement within one month from the date thereof.

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.

19. If the subscription is not paid within the year for which it is due and the Member is in arrears the following year, he automatically ceases to be a Member of the Lodge as per Rule 124 of the Book of Constitutions of the GLI.

20. **BENEVOLENT FUND:** An amount of Rs.500 to be allocated from the fees for initiation and Rs.250 from joining fees. Charitable collections in the Meetings and Voluntary donations shall form the Fund of Benevolence which shall be solely devoted for charitable purposes and part of the 'interest' from Capital Fund and other contributions from the General fund as the Lodge may determine from time to time.

21. **EMERGENT CASES OF DISTRESS:** A sum of Rs.1,000 (Rupees one thousand only) from the benevolent fund shall be annually held at the disposal of the Worshipful Master to meet emergent cases of distress.



22. **CAPITAL FUND:** A sum of Rs.75,000 (Rupees seventy five thousand only) shall always be maintained to the Credit of the Capital Fund. The Corpus shall always be intact and only the interest earned shall be utilized for the purposes of General Fund and Benevolent Fund.

**PROVIDED** that in the case of investments of the Fund made in recurring deposits with the Bank, the interest accrued shall be added to the corpus and shall be utilized for the purpose of the General Fund and Benevolent Fund of Fixed Deposits made as per Bye Law No. 34.

23. **EXTRA FEE:** It shall be within the discretion of the lodge to levy a fee not exceeding Rupees One Hundred at any time that circumstance may require it.
24. In the event of any necessity arising for the withdrawal of funds out of the Capital Fund of the Lodge, instituted as per Bye Law No. 22, 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 a regular Manner.
25. **SPECIAL BANQUET FEE:** It shall be within the discretion of the Worshipful Master to levy special fee, on all resident members, subject to confirmation by the Lodge on any occasion on which a special Banquet or other entertainment should in the Worshipful Master's opinion be given, such as the case of Reception of the Regional Grand Lodge or Grand Lodge or other Masonic Functions. Any deficit in meeting the expenses shall be met from the General Fund and one half of the interest from Capital Fund.

#### VI. PROPOSITIONS AND DISCUSSIONS

26. **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. The Bye Law shall not have reference to the subject matter pertaining to the correspondence

brought up by the Secretary, subject to the discretionary powers of the Worshipful Master.

27. **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 Mover shall have the right to reply, after all members, who may wish to do so shall have addressed the Lodge.
28. **ADDRESSING THE LODGE:** Whenever a Brother may have occasion to speak in the Lodge, he shall do so standing, in order, and shall address his remarks to the Worshipful Master in a calm and decorous language.
29. **DISCUSSIONS:** To preserve the harmony of the Lodge, the Master shall have the discretionary power, at any stage of discussion, to stop its being proceeded with.
30. **RESOLUTION:** Any resolution passed in the open Lodge shall be binding on all the Members of the Lodge.

#### VII. ELECTION AND INSTALLATION

31. **ELECTION OF MASTER, TREASURER & TYLER:** The Worshipful Master, Treasurer and Tyler shall be annually elected by Ballot at the Regular Meeting in December.
32. **DATE OF INSTALLATION:** The Worshipful Master shall be duly installed at the Regular Meeting in January.

#### VIII. SECRETARY

33. **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.

#### IX. TREASURER

34. **FUNDS WITH THE TREASURER:** The Treasurer shall collect all dues and fees and deposit all sums in excess of Rs.100 (Rupees one hundred only) in his possession over a week, in a



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Bank in the name of the Worshipful Master or the Secretary, with such Bank as the Lodge may decide for safe custody. Provided that not more than a sum of Rs.5,000 (Rupees five thousand only) may be kept otherwise than a fixed deposit for periods exceeding 3 years with a Bank in the name of the Lodge. All cheques must be signed by any two of the following viz., the Worshipful Master, the Secretary and the Treasurer.

35. **PAYMENTS BY THE TREASURER:** The Treasurer shall not pay any moneys of the Lodge except its current expenses and as otherwise provided for, without the direction of the Master and Brethren in the Lodge assembled.

#### **X. TYLER**

36. **TYLER'S DUTIES AND FEES:** The Tyler in the event of his being a serving brother shall be paid a compensation of Rs.15 per month and a fee of Re.1 for each degree given in the Lodge as compensation for his services. A subscribing Member serving as Tyler shall be exempt from Lodge dues. He shall be responsible for the cleanliness and the correct deposition of its furniture at the time of the meeting.

#### **XI. AUDIT COMMITTEE**

37. **AUDIT COMMITTEE:** The Lodge shall elect an Audit Committee as soon after the Installation as possible, which shall consist of three senior members with some knowledge of accounts and preferably qualified accountants. The Committee's report upon audit shall be placed before the next meeting of the Lodge.

#### **XII. STANDING COMMITTEE**

38. **STANDING COMMITTEE:** There shall be a Committee styled the Standing Committee of the Lodge, which shall consist of the Worshipful Master, all Past Masters, Past Wardens, the Senior and Junior Wardens, the Secretary, the Treasurer and three members elected at the Installation Meeting and any three of the said Standing Committee shall form a quorum.

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#### **38B. COMMITTEE FOR MASONIC OBJECTIVES/ACTIVITIES:**

The Lodge may nominate two Members as representatives for any common Masonic Charitable activities taken either individually or in combination with other Lodges.

39. **PRESIDENT OF STANDING COMMITTEE:** The Worshipful Master shall be the President, the Immediate Past Master the Vice-President of the Standing Committee, and in their absence the senior-most Brother present shall preside.
40. **STANDING COMMITTEE MEETING:** The Secretary shall convene a Meeting of the Standing Committee when requested to do so by the Master.
41. **REFERENCE TO STANDING COMMITTEE:** The Worshipful Master is hereby authorized and empowered to refer to the Standing Committee, for consideration and report at any stage any matter of proposition that may be brought before the Lodge, previous to putting the same to vote, and on the Worshipful Master's reference to the same, all discussion thereon in the Lodge shall immediately cease.
42. **NOTICE TO PROPOSER & SECONDER:** When the Worshipful Master shall refer any motion to the Standing Committee, the Proposer and Secunder shall be invited to be present for the consideration of that particular question and the Secretary shall send notice of the time of the appointed Meeting.
43. **RULES FOR STANDING COMMITTEE:** The Rules for Lodge discussion shall also apply to discussions before the Standing Committee. The Presiding Officer, where of, for the time being, shall be entitled to the same respect as the Worshipful Master in the Lodge.
44. **STANDING COMMITTEE REPORT:** At the regular Meeting of the Lodge following that at which any reference has been made, the Standing Committee shall present their report 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 proposed and seconded.



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45. **STANDING COMMITTEE'S POWER:** The Standing Committee is hereby authorized and empowered to summon any member to give information on any matter referred to it by the Lodge

### **XIII. GENERAL**

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

### **XIV. LODGE PROPERTY**

47. **LODGE PROPERTY:** Property of every description belonging to the Lodge shall be vested in the Worshipful Master and Wardens for the time being, in trust for the Lodge, except as may be otherwise provided for.
48. **INVENTORY:** An inventory of the whole of the Lodge property shall be verified by the Worshipful Master on his installation and shall be countersigned by himself and his Wardens
49. **JEWELS & C:** 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.

### **XV. BYE-LAWS**

50. **BYE-LAWS:** 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 shall be furnished with a copy.
51. **ALTERATION OF BYE LAWS:** The Bye-Laws or any portion of them shall not be altered without the sanction of a majority of the members present at a regular meeting of the Lodge, notice of the proposed alteration being given in the previous Regular Meeting and circulated with the summons of the Regular Meeting at which it is to be considered, and confirmed at the next Regular Meeting, and approved by the Right Worshipful the Regional Grand Master and the Most Worshipful the Grand Master.