

**BY - LAWS**  
**OF**  
**A.M. LODGE VENKATESWARA**  
**NO. 73**  
**COCHIN**



**BY - LAWS**  
**OF**  
**R.A.M. LODGE VENKATESWARA**  
**No. 73 COCHIN**  
**(As Amended on 18-12- 2001)**  
**MEETINGS**

1. The Lodge shall meet on the last Saturday in the months of February, March, August and November at Sarvothama Masome Temple, Cochin - 682 507, or at any other place and at such time as the Worshipful Commander may fix.
2. An Emergency meeting may be held at any time when duly summoned by command of The Worshipful Commander or the Officer-in-charge of the Lodge.
3. Every Summons for a Regular Meeting or for an Emergency Meeting shall be sent by the Scribe to all the members of the Lodge, seven clear days before the day of a regular meeting and three clear days before the day of an emergency meeting.
4. The Summons shall contain a notice of all

business to be transacted at such meeting. At an Emergency Meeting only the business set forth in the Summons shall be transacted. At a Regular Meeting. The Worshipful Commander may at his discretion, permit any business not given notice of in the Summons, to be transacted if it appears to him to be of urgency or importance.

### MANAGEMENT

5. The affairs of the Lodge shall be managed by a Standing Committee consisting of the Worshipful Commander (who shall be the President of the Committee), the Wardens, all Installed Noahs, the treasurer, the Scribe and two members elected by the Lodge. The election of members shall take place at the Installation Meeting in February.

6. This Committee shall consider such matters specifically referred to by the Lodge, deal with applications for membership, and prepare an Annual

Report on the state of the Lodge, which shall be submitted to the Lodge for approval at each Installation Meeting. The Committee shall meet at least once in every quarter and its proceedings shall be read in open Lodge at the next Regular Meeting. Three members shall form a quorum.

7. The Scribe shall conduct all the general business and correspondence of the Lodge. He shall keep record in a Minutes Book of the business transacted at every Regular and Emergency Meeting of the Lodge and read the same for confirmation at the next Regular Meeting. He shall maintain in a separate book record of the meetings of the Standing Committee. He shall keep a register of all members of the Lodge. He shall carefully preserve all the registers and records of the Lodge. He shall be entrusted with, a sum not exceeding Rupees Five hundred for contingent expenses for which he shall render periodical accounts to the Treasurer.



8. The Treasurer shall collect all moneys payable to the R.A.M. Lodge and deposit them in a Bank approved by the R.A.M. Lodge and in the name of the R.A.M. Lodge. He shall make payments for correct routine expenses with the permission of the Worshipful Commander Noah.

The disbursement of any amount exceeding Rs.1000/-otherwise than for routine expenses, requires the previous sanction of the R.A.M. Lodge under notice.

All cheques must be signed by any two of the following viz: The Worshipful Commander Noah, the Treasurer and the Scribe.

The Treasurer shall close the R.A.M. Lodge routine accounts once every quarter, at the end of February, May, August and November and such accounts shall be laid before the Standing Commit-

tee for examination with the list of members in arrears with their dues. The Treasurer shall draw up an annual statement of amounts showing the receipt and expenditure and balance in cash, securities etc. for the year ending 31<sup>st</sup> January which when audited and found correct by the Audit Committee shall be signed and placed before the R.A.M. Lodge at the Installation Meeting in February.

9. The Worshipful Commander and the Treasurer shall be elected annually by ballot and Warder chosen by show of hands at the Regular Meeting in November. The Worshipful Commander-elect shall be installed and he shall appoint and invest the following officers at the next Regular Meeting in February. Senior Warden, Junior Warden, Chaplain, Treasurer, Scribe, Director of Ceremonies,

Senior Deacon, Junior Deacon, Organist, Guardian, Stewards and Warder (elected).

10. An Audit Committee of two members shall be elected by the Lodge at the Installation Meeting who shall audit the accounts of the Lodge for the year and certify it's correctness.

### ADMISSION OF MEMBERS

11. A Mark Master Mason desirous of being elevated to this Degree may either be proposed and seconded at a Regular Meeting of the Lodge, or an application duly signed by his proposer and seconder may be sent to the Scribe at least fifteen days before the meeting and the proposal shall be included in the Summons for the next Regular Meeting. The full name of the candidate, his age, profession, place of abode, the name and number of the Mark Lodge of which he is or was a member and the names of the proposer and seconder must appear in the Summons

for the meeting at which the ballot is to take place. He shall produce for inspection before the ballot is taken his Grand Lodge Certificate as Mark Master Mason and a Clearance Certificate from each of the Mark Lodges of which he is or was a member stating that his dues have been paid in full. He shall also pay on being balloted the fees stipulated in by-law 16 as well as his subscription of the current year.

12. If a brother who is a Royal Ark Mariner of a foreign Constitution is desirous of joining the Lodge, he must be proposed and seconded at a Regular Meeting of the Lodge. His full name, profession or occupation, place of abode, the name and number of the R.A.M. Lodge of which he is a member, must be set forth in the Summons for the Meeting at which the ballot is to take place. He must produce his Royal Ark Mariner's Certificate issued by the Grand Lodge of the foreign Constitution concerned and a clearance



certificate from the Lodge of which he is or was a member stating that his dues have been paid in full. He must also pay before ballot the fees stipulated in By-Law 16 as well as his subscription for the current year. A brother who is already a subscriber in a R.A.M. Lodge under Grand Mark Lodge of India will not be admitted as member of this Lodge without the consent of the Masonic Authority.

13. The Lodge shall not proceed with the ballot for elevation or joining unless the Scribe has reported that the documents mentioned in the foregoing by-laws have been produced.

14. No Brother shall be elevated in or admitted a member of the Lodge, if on the ballot more than two backballs shall appear against him. In the event of an unfavourable ballot, the candidate shall not be proposed again until after the lapse of six months from the date of his rejection.

15. In all cases where the votes of the Brethren on any proposition are equal the Worshipful Commander shall have a second or Casting Vote.

### FEES, SUBSCRIPTION ETC

16. The following fees shall be payable to the Lodge.

For Elevation	Rs. 1000.00
For Joining from a lodge under the Constitution	Rs. 1000.00
For re-joining	Rs. 500.00
Annual Subscription payable in advance	Rs. 150.00

### RETIREMENT OF MEMBERS

17. If any Brother allows his subscription to remain in arrears for two years the Scribe shall advise him of the amount due by registered post and if the full amount is not paid off within thirty days from date

there of he shall be liable to exclusion under Article 109 of the Book of Constitution.

18. Brethren desirous of retiring from the Lodge may notify the same either verbally in open Lodge or by letter to the Scribe. If a Brother fails to observe this rule he shall be liable for his subscription until such notice is given.

### PROPOSITIONS

19. Every proposition for consideration by the Lodge shall be proposed by one member and second by another.

20. Amendments, duly proposed and seconded may be moved by proposition. Amendments shall be put to the vote first, and if negatived the original proposition shall be put to vote, and if the amendment is carried the original proposition shall be deemed to have been lost.

21. No proposition shall be considered at a meeting unless notice of it has been given at the previous Regular Meeting, or forwarded in writing

to the Scribe for inclusion in the Summons at least fifteen days before the date of the Meeting at which the proposition is to be considered, but the Worshipful Commander shall have power to admit a proposition for consideration if he considers it of importance or urgency, even through previous notice aforesaid has not been given.

22. Every member must address the Worshipful Commander standing and in the manner usual amongst Royal Ark Mariners. No member shall speak more than once on the same subject. The proposer shall have the right of reply.

23. It shall not be competent to the Lodge to abrogate, alter or amend these By Laws unless the abrogation, amendment or alteration shall have been moved in open Lodge at one meeting, considered and passed at the next Regular Meeting and confirmed at the subsequent regular meeting. Approval must then be obtained in accordance with Rule 87 of Book of Constitution.

24. Every member, on admission, shall be presented with a copy of the By-Laws and his acceptance thereof shall be deemed a submission there to.

25. At every regular and emergency meeting of the Lodge, the charity bag shall be circulated.

These By-laws were considered and adopted on the date of Consecration, 11<sup>th</sup> Octo. 1992.

Sd/- Aupsing Sikks  
Junior Warden

Sd/- Himatlal M.  
Senior Warden

Sd/- A.P. Shenai  
W.C.N.

M. Prabhakar Kini  
Scribe

Approved by the R. W. The Regional Grand Mark Master  
Madras.

Sd/-  
Regional Grand Mark Master

Approved by the M. W. The Grand Mark Master  
New Delhi

Sd/-  
Grand Mark Master