

- 9 JUN 2016

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## BYE-LAWS of LODGE CUDDALORE No. 407

Under authority granted by the GRAND LODGE OF INDIA, dated ..... a Lodge of Master Masons titled "LODGE CUDDALORE" No. 407 shall be held at Cuddalore.

### **1. MEMBERSHIP :**

The Members of the Lodge shall comprise of three classes viz: **RESIDENT, NON-RESIDENT and HONORARY MEMBERS.**

**1.1 RESIDENT MEMBERS** are those who reside within city limits of Cuddalore and Pondicherry

**1.2 NON-RESIDENT MEMBERS** are those who reside beyond the limits as explained in (i) above and apply to be brought on the "Non-Resident" list. An officer of the Lodge is excluded from Non-Resident category. Any Non-Resident member can request the Secretary to treat him as a Resident member.

**1.3 HONORARY MEMBERS** are those who are elected, as such, for services rendered to Masonry in general or to this Lodge in particular.

### **2. MEETINGS:**

**2.1 REGULAR MEETINGS** on the second (2nd) Sundays in the months of January, April, August and October. Among the four Regular Meetings, the Installation meeting to be held at Cuddalore and the other three can be held either at Cuddalore or Pondicherry.

**2.2 EMERGENCY MEETINGS** may be held in accordance with Rule 116 of the Book of Constitutions. The total expenses incurred for an emergency meeting including dispensation fee, if any, shall be defrayed by the brother/brethren at whose instance the meeting is held or anyone else as per the decision of the Permanent Committee of the Lodge.

### **3. ELECTION:**

**3.1** The **WORSHIPFUL MASTER** of the Lodge shall be elected annually by ballot at the Regular Election Meeting in the month of October.

**3.2** The **TREASURER** of the Lodge shall be elected by ballot at the Regular Election Meeting in the month of October.

**3.3** The **TYLER** of the Lodge shall be selected by show of hands at the Regular Meeting in the month of October.

V.K. Jayaram

M. Arunbabu  
WM

Eskandar  
SW

R. K. J.  
JW

Nagendran  
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SAC

#### **4. INSTALLATION:**

The Installation of the **WORSHIPFUL MASTER** and other Officers of the Lodge shall take place at the Regular Installation Meeting in the month of January every year.

#### **5. ADMISSION & RETIREMENT OF MEMBERS:**

- 5.1 The proposal of every Candidate for INITIATION, JOINING or RE-JOINING must be duly proposed and seconded in an open Lodge at a Regular Meeting as set forth in Rules 135 and 137 of the Book of Constitutions (B of C)
- 5.2 No candidate shall be *INITIATED*, nor any *JOINING/REJOINING* Member be admitted, except by ballot strictly in accordance with the rulings of the Grand Lodge of India and as prescribed in the BOC or by communications from the Grand Board of General Purposes from time to time. However, if the Worshipful Master is of the opinion that a mistake may have occurred in the ballot, he may order a second ballot to be taken forthwith and the result of such second ballot shall be accepted as final and binding.
- 5.3 A candidate rejected for Initiation or Joining/Rejoining shall not be re-proposed in the Lodge until after the lapse of three months from the date of last ballot. Any fee paid previously shall be refunded *in toto*.
- 5.4 A member who has resigned or has ceased to be a member or has been "excluded" for non-payment of dues, shall be permitted to rejoin only on payment of all arrears due together with his re-joining fee and shall be subject to a fresh ballot.

#### **6. SUBSCRIPTION AND FEES:**

- 6.1 The following shall be the scale of Admission fees and they are payable in advance before Initiation/Joining/Re-joining:-

|   |           |
|---|-----------|
| INITIATION fee  | Rs.3000/- |
| JOINING FEE ( from a Lodge NOT under the Indian Constitution) | Rs.1500/- |
| JOINING FEE ( from a Lodge under the Indian Constitution)     | Rs.1500/- |
| RE-JOINING fee  | Rs.1500/- |

- 6.2 The Annual Subscription per RESIDENT MEMBER (payable in advance) is Rs.1500/- plus RGL and GLI dues as applicable. Out of Rs.1500, a sum of Rs.500/- will be transferred to the Stewards fund of the Lodge.

*V.K. Gupta*

*M. Anand Eikar R. Kish*

WM

SW

JW

Sec

*Madhu*

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6.3 The Annual Subscription per NON- RESIDENT MEMBER (payable in advance) is Rs.500 plus RGL and GLI dues as applicable

6.4 A member whose Subscription remains unpaid till end of December of the said year shall come under automatic cessation as per Rule 124 of the Book of Constitutions.

6.5 If a brother is elected as the TYLER, he may be exempted from paying his annual subscription to the Lodge if he so desires. He may also be paid remuneration as decided by the Permanent Committee of the Lodge.

## 7 DUTIES OF OFFICERS

### 7.1 WORSHIPFUL MASTER:

7.1.1 The **WORSHIPFUL MASTER** will rule the Lodge and shall preside at any and all meetings of the Lodge including any committee meeting during his term of office as laid down in the book of Constitutions. He has the right to convene any meeting of the Lodge or its committees and to decide on the "Agenda of Work" during any such meeting.

7.1.2 The **WORSHIPFUL MASTER** shall be responsible for the administration and fiscal discipline of the Lodge.

### 7.2 SECRETARY:

7.2.1 The **SECRETARY** of the Lodge shall conduct the general correspondence, issue Summons for all meetings, record Minutes of the Proceedings, maintain in good condition the Members Register, Declaration Book and all other records of / or belonging to the Lodge.

7.2.2 The **SECRETARY** shall dispatch summons convening the meetings to all the members of the Lodge at least Seven days before the date of such meeting.

7.2.3 The **SECRETARY** along with the outgoing incumbent in the said office shall every year before the Installation meeting of the Lodge, prepare an inventory of articles, books and records of the Lodge and sign the same, have the same counter-signed by the Worshipful Master and the Immediate Past Master and place the same before the **PERMANENT COMMITTEE** for its inspection and information.

7.2.4 The **SECRETARY** must read the proceedings of the **PERMANENT COMMITTEE** at every Regular Meeting of the Lodge.

7.2.5 The **SECRETARY** shall make payments for petty contingent expenses for which purpose he shall receive an advance of Rs.1000/- from the **TREASURER**, properly accounted for with vouchers, bills or self declaration as the case may be.

JK  
July

M. Alauddin  
WM

Collected  
SW

R.K.J.  
JW

Manu  
3  
Soc

7.2.6 The *SECRETARY* shall be the "Ex-Officio" secretary to all Lodge Committees.

7.2.7 All letters and other communication in any form from the members of the Lodge shall be addressed ONLY to the *SECRETARY*.

### 7.3 TREASURER:

7.3.1. The *TREASURER* shall have charge of and responsible for all the moneys and account books of the Lodge.

7.3.2. The *TREASURER* shall receive all collections and remit the money in bank from time to time.

7.3.3. The *TREASURER* shall make payments for ordinary expenses on the authority of the WM or the Officer in charge of the Lodge.

7.3.4. The *TREASURER* shall be one of the authorized signatories of any bank account of the Lodge.

7.3.5. The *TREASURER* shall submit his accounts to the *PERMANENT COMMITTEE* and to the Lodge at its regular meeting.

7.3.6. The *TREASURER* must prepare statement of Accounts up to 15<sup>th</sup> of September each year and submit the audited Statement of accounts to the Permanent Committee on or before the 1<sup>st</sup> of October for its consideration.

## 8. LODGE COMMITTEES

### 8.1. PERMANENT COMMITTEE:

8.1.1. The *WORSHIPFUL MASTER*, IPM, Wardens, Chaplain, *TREASURER*, *SECRETARY*, D of C, S Deacon and TWO Past Masters elected at the Installation Meeting shall constitute the *PERMANENT COMMITTEE* of the Lodge. The *PERMANENT COMMITTEE* shall meet at least once before each Regular Meeting except in the months of May, June and July when it shall meet once before the regular "Out-station meeting".

8.1.2. It shall be the duty of the *PERMANENT COMMITTEE* to check the accounts, make arrangements for the meetings and consider all matters connected with the working of the Lodge, to inspect and check all the properties of the Lodge and report upon the general working of the Lodge.

*V.K. Gupta*

*M. N. Mehta*  
WM

SW

*R.K. Patel*  
SW

*Neeraj* 4

SW

- 8.1.3. The **WORSHIPFUL MASTER** shall preside over the **PERMANENT COMMITTEE** Meetings. In his absence, the Immediate Past Master, or in his absence, any other Past Master who is a member of the committee shall preside over the meeting.
- 8.1.4. In order to constitute a meeting of the **PERMANENT COMMITTEE**, the quorum shall be three.
- 8.1.5. All proceedings of the **PERMANENT COMMITTEE** shall be signed by the **WORSHIPFUL MASTER** and by the **SECRETARY**. The proceedings held during the W Master's absence shall be signed by the Past Master who presides over the meeting.
- 8.1.6. All matters that have been discussed shall be decided by a majority decision. In the case of a tie on any matter, the presiding member shall have a Second or "Casting" vote.

## 8.2. MEMBERSHIP COMMITTEE:

The Lodge shall annually elect at the Installation Meeting a *MEMBERSHIP COMMITTEE* consisting of three members for the purpose of considering and reporting to the *Permanent Committee* upon the character, qualifications and the general desirability of the candidates proposed for membership in the Lodge for consideration by the *Permanent Committee*.

### **8.3. AUDIT COMMITTEE:**

The Lodge shall annually elect at the Installation Meeting an *AUDIT COMMITTEE* consisting of TWO (2) members, as prescribed in Rule 129 of the Book of Constitutions, for the purpose of conducting the Audit of the Accounts of the Lodge.

## 9. BANK ACCOUNTS:

- 9.1. Suitable and necessary bank accounts shall be opened in the name of the Lodge in a scheduled or nationalized bank approved by a resolution in open Lodge as and when necessary.
- 9.2. All financial transactions of the Lodge shall be carried out by the **WORSHIPFUL MASTER**, the **SECRETARY** and the **TREASURER**. The **TREASURER** and either the **WORSHIPFUL MASTER** or the **SECRETARY** are authorized to sign the cheques and operate the bank accounts.

~~V.K. Jaffri~~

McAllister & Kee

Wm

sw

JKL

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Mark

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#### 10. EXCLUSION:

10.1. Any member whose Subscription for a period of ~~one year~~ or more remains unpaid shall be liable for Exclusion under the provisions of Rule 124 of the Book of Constitutions.

10.2. Any Member who has been excluded under bye-laws No. 15(a) may be permitted to rejoin, provided that he is regularly proposed and balloted for in accordance with Rule 138 of the Book of Constitutions and provided that he pays all arrears due in addition to the prescribed fee for rejoining.

#### 11. PROPOSITIONS:

11.1. No motion shall be made or discussed in the Lodge unless it is mentioned in the summons or unless in case of emergency or if the *WORSHIPFUL MASTER* so directs.

11.2. No question once decided in the open Lodge, shall be raised again for consideration without the permission of the WM or until 3 meetings shall have elapsed since the last decision.

#### 12. CONSTITUTIONS:

In respect of matters not specifically and expressly provided for in the Bye Laws, the laws and regulations of the Grand Lodge of India as embodied in the Book of Constitutions shall apply.

#### 13. BYE-LAWS:

13.1. It shall not be competent for the brethren to abrogate, amend, add to or alter these Bye laws, unless the abrogation, amendment, addition or alteration shall have been duly proposed and seconded at one Regular Meeting, approved at the next Regular Meeting and thereafter confirmed at the following Regular Meeting of the Lodge, and approved by R.W. The REGIONAL GRAND MASTER of the Regional Grand Lodge of Southern India and subsequently the M.W. The GRAND MASTER of the Grand Lodge of India.

13.2. In the event of any abrogation, amendment or revision of any Bye Law or Bye Laws, the SECRETARY shall provide each member with a copy thereof after obtaining approval from the R.W. The REGIONAL GRAND MASTER of the Regional Grand Lodge of Southern India and the M.W. The GRAND MASTER of the Grand Lodge of India. This may be circulated electronically if the member so desires.

*V.K. Jayaram*

*M. Balaji*

WM

*E. K. Reddy*

SW

*R. K. J.*

JW

*M. S. S.*

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13.3. Every Member of the Lodge on his Initiation or Joining shall be presented with a copy of the Bye Laws and his acceptance thereof shall be deemed a pledge of his strict adherence and submission to the Rules contained therein.

The Lodge Bye Laws were

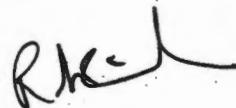
- Proposed and seconded in the open Lodge at the consecration meeting held on 24<sup>th</sup> October, 2015.



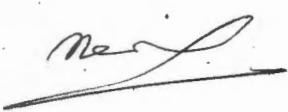
W.M.



S. Warden



J. Warden



Secretary

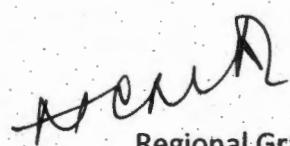
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Approved by the R.W. The Regional Grand Master

Place: Chennai

Date: 10.2.2016

Secretary



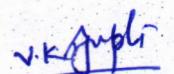
Regional Grand Master

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Approved by the M.W. The GRAND MASTER

Place: NEW DELHI

Date: 06.06.2016



Grand Secretary