

LODGE KOTTAYAM

No. 245



BYE-LAWS

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I. MEMBERS

1. The Lodge may have three classes of members, namely:

- (i) Resident Members;
- (ii) Non-Resident Members; and
- (iii) Honorary Members.

2. Any member who resides permanently within a radius of 125 km from Kottayam will be deemed a Resident Member and will pay the monthly Lodge subscription accordingly.

3. Any member who resides permanently outside radius of 125 km from Kottayam can by application in writing or in open Lodge put himself on the Non-Resident list and will be called upon to pay Lodge subscription accordingly.

4. However, if while on Non-Resident list a member attends a Lodge meeting or remains for one month or more within a radius of 125 km. from Kottayam, he shall in either case pay the monthly subscription of a Resident Member.

5. Honorary Members are those elected, as such for services rendered to Freemasonry in general or to the Lodge in particular as provided in Rule 142 of the Book of Constitutions. Honorary Members shall not pay any admission fees or contributions of any kind and shall not be eligible to vote or hold office.

6. All members will communicate promptly their change of address to the Secretary.

II. DUES AND FEES

7. Fees and subscriptions payable to the Lodge shall be paid in advance and as follows:

- (a) Subscription for Resident Members shall be Rs. 180/- per annum.
- (b) Subscription for Non-Resident Members shall be Rs. 120/- per annum.
- (c) Fee for Initiation shall be Rs. 500/-. This is inclusive of all fees payable by the Lodge

to the Grand Lodge and Regional Grand Lodge.

- (d) Fee for joining or rejoining from the Indian Constitution shall be Rs. 250/-.
- (e) Fee for joining from a recognised Constitution shall be Rs. 300/-

III. FEES OF HONOUR

- 8. (a) The Master shall pay on Installation a Fee of Honour to the Charity Fund of Rs. 25/-
- (b) Each Warden on first investment shall pay a Fee of Honour to the Charity Fund of Rs. 15/-

IV. MEETINGS

9. Regular meetings of the Lodge shall until otherwise decided by the Lodge be held at the ROTARY HALL, Kottayam, on the last Saturday of every month, at such hour as the Master decides, except in the month of December, when the meeting will be held on the third Saturday instead of the last Saturday of the month.

10. Emergency meetings may be convened at any time as per Rule 116 of the Book of Constitutions.

11. All summonses will be circulated by the Secretary at least seven days previous to the day of regular meeting and as soon as possible in case of emergency.

V. ELECTIONS AND INSTALLATIONS

12. The Master, Treasurer and Tyler shall be elected at the regular meeting in March, the Master and Treasurer by ballot, and the Tyler by show of hands.

13. The Master-Elect shall be installed at the regular meeting in April.

14. No member whose dues are unpaid for three months shall be eligible to be appointed or elected to any office in the Lodge.

VI. PERMANENT COMMITTEE

15. A Permanent Committee for general purposes shall be constituted at the Installation Meeting, consisting of the Master, the Immediate Past Master, the two Wardens, all Past Masters of and in the Lodge under the Indian Constitution or recognised Constitutions, the Treasurer, the Secretary and two other members elected by the Lodge.

16. The duties of the Committee shall be:

- (a) To scrutinise the quarterly financial statements prepared by the Treasurer;
- (b) To enquire into the eligibility of every candidate proposed for admission;
- (c) To take an inventory of the Lodge property and report on its condition;
- (d) To consider and suggest any matter tending to promote the welfare of the Lodge.

VII. AUDIT COMMITTEE

17. A Committee of two, who are not members of the Permanent Committee, shall be elected by the Lodge at the regular meeting in March to audit the Treasurer's accounts, to inspect and take an inventory of the property of the Lodge, to examine the Secretary's books and draw up a report of the result of their examinations and of the working of the Lodge during the past year making suggestions, if any, to promote the welfare of the Lodge. The Annual Report of the Audit Committee shall be submitted to the Lodge at the Installation meeting in April each year before the

installation of the Master, which after being read, shall be entered in the Minutes Book and printed and circulated to all members. One copy of the Report and of the audited accounts shall be sent to the Regional Grand Secretary.

VIII. DUTIES OF THE TREASURER

18. (i) The Treasurer shall collect all moneys payable to the Lodge and deposit them in a Bank approved by the Lodge in the name of the Lodge. He shall make payments for current routine expenses with the permission of the Master.
- (ii) The Treasurer shall make payment of petty contingent expenses, for which purpose he shall keep an imprest of Rs. 50/- only.
- (iii) All cheques must bear the signature of the Treasurer and, unless the Lodge resolves to the contrary, of at least one other member authorised by the Lodge.
- (iv) The Treasurer shall close the Lodge accounts once every quarter, at the end

of March, June, September and December and such accounts shall be laid before the Permanent Committee for examination with a list of members in arrears with their dues.

- (v) The Treasurer shall draw up an annual statement of account showing the receipts and expenditure and balance in cash, securities, etc. for the year ending 31st March, which when audited and found correct by the Audit Committee shall be signed and placed before the Lodge at the Installation Meeting in April.

IX. DUTIES OF THE SECRETARY

19. (i) The Secretary shall be in charge of the Lodge Seal and all records and books other than the account books maintained by the Treasurer. He shall conduct all general business and correspondence of the Lodge under the orders of the Master.
- (ii) All letters from Members of the Lodge shall be addressed to the Secretary.

- (iii) The Secretary shall issue summonses for all meetings, take proper minutes of the proceedings of the Lodge, receive all petitions, memorials, etc. and lay them before the Master.
- (iv) The Secretary shall keep an imprest cash of Rs. 50/- in order to meet expenses such as postages etc. and render account of the same at every Permanent Committee/ Audit Committee meeting.

X. ADMISSIONS, RIGHTS AND RESIGNATIONS OF MEMBERS AND CESSATION OF MEMBERSHIP.

20. (a) Before a candidate is proposed for initiation, joining or rejoining, his proposal form, duly filled in proposed and seconded, shall be furnished to the Secretary.

(b) A ballot shall be taken at the regular meeting following that at which the proposal is made in open Lodge. If the ballot is not so taken, the proposal shall lapse.

- (c) Two black balls shall exclude a candidate and anyone so rejected shall not be proposed again until 6 months after the date of his rejection.
- (d) If the ballot for a candidate proves favourable, he will be informed of the result. In every case the candidate or Brother desiring to join as a Member will be informed the result of the ballot as soon as possible.
- (e) The collective ballot is regular, provided that candidates for initiation, or joining and rejoining are taken up separately and provided that, if there will be a sufficient number of black balls to exclude a candidate, each candidate shall be balloted for separately.
- (f) If a candidate is not initiated within one year after his election, the election shall lapse and he will have to be proposed and balloted afresh according to the procedure provided above.

EXPLANATION

For the purpose of this clause "a year" shall mean the period from the meeting at which the candidate was elected, upto and including the corresponding meeting of the Lodge in the next year. Should the election be at an emergency meeting, the year shall commence to run from the succeeding regular meeting.

21. Any member wishing to resign from the Lodge shall notify the same either verbally in open Lodge or by letter to the Secretary.

22. Any member of the Lodge who allows his arrears of dues, i. e., of subscription, stewards a/c and other dues to remain unpaid for three months, shall be debarred from exercising the rights of voting, proposing or seconding candidates and from being appointed or elected to any office.

23. A member in debt to the Lodge to the extent of six months' subscription and other dues is liable to be excluded after due notice in accordance with Rule 124 read with Rule 156 of the Book of Constitutions.

XI. VISITORS

24. (a) No visitor shall be admitted into the Lodge, unless properly proved or vouched for as provided in Rule 104 of the Book of Constitutions.

(b) With the permission of the Master, a member of the Lodge may invite to Lodge meetings, visitors who are Freemasons and who satisfy the provisions in Rule 104 of the Book of Constitutions.

(c) A visitor shall not be entitled to speak nor vote on any motion under any circumstances, but he may address the Lodge upon any point connected with the Craft in general, with the sanction first obtained of the Master or Officer in charge of the Lodge.

XII. PROPOSITION

25. No motion shall be put to the Lodge when assembled, unless it be proposed by one member and seconded by another.

26. Any number of amendments duly proposed and seconded may be made to any proposition, but in such cases, each amendment shall be voted upon before another is entertained, and if all be negatived, then the original proposition shall be put to the vote; but if an amendment be carried, the original proposition shall be considered lost.

27. No member shall be allowed to speak twice on any motion except to correct a mistake of fact, or to explain his meaning if misunderstood. The original proposer shall always be entitled to the general reply.

28. A motion may be proposed and put to the vote at any meeting of the Lodge provided notice of the motion has been given to the Secretary at least fourteen days before the meeting and has been embodied by him in the notice calling the meeting. The Master shall have power to direct that the discussion of, or the voting upon, such motion shall be postponed to the next meeting and that notice of the motion shall be included in the notice convening the meeting.

29. No question once decided shall be raised a second time without the permission of the Master and until six months shall have elapsed after its last discussion.

XIII. MISCELLANEOUS

30. The Lodge building with its furniture, ornaments, jewels, clothing and in short all the property of the Lodge shall be considered in the immediate charge and management of the Master and Wardens who are to see that everything is taken care of.

XIV. AMENDMENT OF BYE-LAWS

31. No alteration or addition to these bye-laws shall be made except by motion carried at a regular meeting after due notice and confirmed at the next regular meeting and approved by R. W. The Regional Grand Master and M. W. The Grand Master.

Adopted at the Consecration Meeting held on 24th April, 1982.

W. Bro. V. O. Abraham—W. M. Sd/-

W. Bro. George John Ancheril—S.W. Sd/-

W. Bro. Dr. N. Jaikumar—J. W. Sd/-

Bro. Dr. K. P. George—Secretary Sd/-

Approved by R. W. The Regional Grand Master.

Sd/-

Madurai,
29th May 1982.

(A. S. RAJASABAI)
Regional Grand Master.

Approved by M. W. The Grand Master, M. W.
Bro. The Hon'ble Mr. Justice D. P. Madon, O. S. M.

Sd/-

New Delhi,
17th June 1982.

(H. J. RUSHI)
Grand Secretary.