



LODGE KODAIKANAL, No. 235

By-Laws

**THE BY-LAWS OF
LODGE KODAIKANAL NO. 235 G L. I.**

Without due order and decorum, harmony cannot be preserved, nor the business of masonry properly conducted; therefore, at the stroke of Master's Gavel profound silence shall be observed.

I. MEMBERS

1. The members of the Lodge shall comprise of two classes, viz. :
 - a) Honorary
 - b) Regular
2.
 - a) Honorary Members shall be those who are elected as such for services rendered to Masonry in general or to this Lodge in accordance with the provisions of Rule 141 Book of Constitutions.
 - b) Regular Members shall be those who join as subscribing members.

II. MEETING

3. The regular meeting of the Lodge shall be held at Kodaikanal on the second Saturday of March, May, September and December, at such convenient hour as shall be entered in the Summons and every Brother attending shall sign his name in the attendance book kept for that purpose.
4. The expenses of an emergency meeting shall be defrayed by the Brother or Brethren on whose account the Lodge is summoned in addition to the dispensation fees, if any. But when an emergency meeting is called for the Lodge purposes, all expenses shall be defrayed from Lodge Funds.

forward for consideration by the Lodge unless it is proposed and seconded in open Lodge at the regular meeting or is given in writing to the Secretary duly proposed and seconded fifteen days prior to the next regular meeting. With the exceptions noted above, no proposal shall be considered in the Lodge unless it has been notified in the Summons for the meeting concerned.

VI ARREARS OF DUES

16. When the subscription of a member is unpaid for a year, he will be ineligible to vote or propose or be appointed or elected to office, and shall be liable to exclusion on a vote of the Lodge in accordance with Rule 156 of the Book of Constitutions.

VII. NOTICE AND SUMMONSES

17. (a) Notices and Summonses which it shall be requisite to send to any member, shall be deemed sufficiently served, if sent through ordinary post to the last known address of a member. Every notice of exclusion or intended exclusion shall be sent through registered post for acknowledgement due.
- (b) All changes of addresses shall be invariably notified to the Secretary in writing by members, directly they occur.

NOTE: The Secretary and Treasurer shall always be addressed as such, in virtue of their office and never by name, as it frequently happens that letters addressed to the Lodge officers by name are forwarded as private letters, if such officers have left the station.

VIII. ELECTION OF MASTER AND TYLER

18. The Master shall be elected by ballot and the Tyler elected by show of hands at the Regular Meeting

in May of every year. The Master elect shall be installed at the next Regular Meeting in September.

IX. COMMITTEE FOR GENERAL PURPOSES

19. A committee for General Purposes, consisting of the Master, Wardens, Past Masters, Treasurer, and Secretary of the Lodge for the time being and two members elected by the Lodge at the Regular Meeting in September shall conduct all business of the Lodge, superintend the finances and the property of the Lodge and consider any subject relating to its interest. It shall meet at least once a quarter when summoned by the Master (three to form a quorum) and the result of its proceedings shall be reported at the regular meeting of the Lodge.

X. ANNUAL AUDIT COMMITTEE

20. At the regular Meeting in May of every year, the Lodge shall appoint the Audit Committee, consisting of three members. The Secretary and the Treasurer shall attend the meetings of the Audit Committee.
21. The duties of the Audit Committee shall be :
 - (i) To inspect and to take an inventory of the property of the Lodge, mentioning its state and condition.
 - (ii) To examine the Secretary's books and audit the Treasurer's accounts.
 - (iii) To draw up a report of the result of their examinations and of the working of the Lodge during the past year; in this respect they may suggest any matter tending to promote the welfare of this Lodge.

22. The report of the Annual Audit Committee shall be submitted to the Lodge at the Regular Meeting in September of each year before the installation of the Master, which after being read, shall be entered in the Minutes Book and printed and distributed for the information of the Brethren.
23. Any suggestion made in the Annual report must be put to the Lodge in the shape of a proposition duly seconded, approved by the Brethren and confirmed before being carried into effect.

XI. SPECIAL COMMITTEES

24. a) There shall be constituted a Committee on Admissions of new candidates, consisting of the Master and two Brethren, elected in Open Lodge, at the Installation Meeting in September each year. It shall be the duty of this Committee to consider and report to the Lodge on all proposals for membership.
- b) The Lodge may, at its discretion, nominate other Committees for the conduct and consideration of special subjects consisting of not less than three members, a Past Master being included, if possible, three to form a quorum. The results of its proceedings shall be reported at a regular Meeting of the Lodge and any suggestions made must be put to the Lodge in the shape of a proposition as in By-Law No. 24.

XII. WARRANT, PREMISES, FURNITURE, ETC. OF THIS LODGE.

25. a) The Warrant of this Lodge together with the Jewels, Regalia, Archieves and all properties of the Lodge (a list of which shall be kept by the Secretary) shall vest in and be under the absolute control of the Master and Wardens

for the time being in trust for the members of the Lodge, but shall not be sold or otherwise disposed off, except by resolution of the Brethren in open Lodge, assembled, regularly proposed, carried and confirmed. No property of the Lodge shall be lent or hired except for purely Masonic purposes.

XIII. DUTIES OF OFFICERS TREASURER

26. a) All moneys due to or held for, the Lodge shall be paid or remitted to the Treasurer direct, who shall without undue delay, deposit the same in an account or accounts opened in the name of the Lodge at a Bank or Banks to be approved by resolution of the Lodge. The Lodge Funds so deposited with the Bank or Banks will be subject to withdrawals against the joint-signatures of Master and the Treasurer.
- b) Except for routine expense, no sum of money shall be expended by the Treasurer without the sanction of the Lodge.
- c) He shall keep a cash account of all receipts and disbursements and a Ledger account for each member which later shall be open for inspection of the member to whom it relates on application to the Treasurer.
- d) He (Treasurer) shall maintain separate accounts for the General Funds, Charity Funds, and each and every other Special Fund, that may be in existence or may be set up from time to time and also as far as possible deposit them in separate accounts with Bank or Banks, as may be approved by the Lodge.
- e) The accounts shall be made up by him and audited by the Committee appointed under

By-Law No. 20. He shall also prepare the annual balance sheet and present it to the Audit Committee (for this purpose 1st September to 31st August shall be taken to be the official year of the Lodge).

f) To enable By-law No. 16 to be enforced, the Treasurer shall report at each meeting the names of members who are in arrears for a year.

g) The Treasurer shall, at the beginning of the month of September, each year, transfer from the General Fund of the Lodge :

i) Rs. 3/- per member per year to the Charity Fund of the Lodge.

ii) Rs. 30/- per member per year to the Stewards Fund of the Lodge.

SECRETARY

27. a) The Secretary shall issue summons to all the members of the Lodge atleast seven days prior to each regular Meeting setting forth all the business to be entered upon; the amount of dues, if any, for each Brother shall be entered on his summons.

b) He shall also keep proper Minutes of the proceedings of the Lodge.

c) He shall keep the Register which shall give full particulars concerning the members of the Lodge as required by the Rule 121 of the Book of Constitutions. He shall prepare for the signature of the Master all the necessary and regular Returns required by the Grand Lodge of India and by the Regional Grand Lodge of Southern India.

d) All letters from the members of the Lodge shall be addressed to him.

e) He shall keep a list of all Lodge properties.

f) He shall be Ex-Officio member and Secretary of all Committees and special Committees appointed by the Lodge sending out the notices.

STEWARDS

28. a) The Stewards, if appointed, shall have charge of all furniture and Regalia and shall see that the Tyler keeps them in good order and provides everything requisite in the Lodge. They shall see that the Lodge is always properly prepared for meetings and shall make the necessary arrangements about the refreshments, banquets, etc.

b) The Chairman of the Stewards' Committee or in his absence the Senior Steward available or in his absence any member appointed by the Master for that purpose shall arrange for subscribed lunches, dinners and/or light refreshments. He will draw necessary funds from the Treasurer out of the Stewards' Fund and meet the cost of food and light refreshments for the regular members.

(c) The Chairman of the Stewards' Committee or the member in-charge shall forthwith submit an account expended by him from out of the Stewards Fund.

THE TYLER

29. The Tyler shall take care of, and keep in good order the Lodge furniture, Regalia, etc. He shall prepare the Lodge before meetings and shall see that every person whether member or visitor enter his name in the Attendance Book previous to his admission to the Lodge.

30. The Tyler, if he happens to be a serving brother, shall be paid a fee of Rs. 5/- for each meeting attended and his dinner charges also shall be paid from out of the general fund of the Lodge.

XIV. BANQUETS, REFRESHMENTS, ETC.

31. a) All expenses connected with subscribed dinners, banquets, lunches and light refreshments with respect to regular members after the regular meeting of the Lodge, shall be borne from out of the Stewards' Fund of the Lodge. Charges for visiting Masons shall be paid by them or by the members inviting them. For Lodge guests, payment shall be made under such arrangements as may be made from time to time by the Lodge.
- b) The above arrangement with respect to regular members shall not include Festive Boards in connection with emergency meetings, special meetings, Ladies' Nights and such other meetings and get-together or gatherings for which charges will be payable extra.

XV. ALMS (CHARITY FUND)

32. Before closing, at each meeting, Regular or Emergency, the Master may direct the charity box to be circulated in order that all the Brethren present may deposit free will offerings.
33. The sum thus collected shall be kept separate from the Lodge funds and appropriated to such charitable purposes as the Brethren in the open Lodge may direct.

XVI. RELIEF

34. A sum of Rs. 50/- shall be held at the disposal of the Master annually to meet urgent cases of distress but every case so relieved shall be intimated to the Brethren at the next regular Meeting and all ordinary cases of distress shall be presented duly attested in open Lodge.

XVII. MISCELLANEOUS

35. Members introducing visitors shall see that the visiting Brethren introduced by them sign the Attendance Book.

XVIII. BY-LAWS

36. Every member of the Lodge, Initiated in or Joining the Lodge, shall be presented with a printed copy of the Bye-laws, free of charge. The By-laws shall be read in the open Lodge once every year and at such other time as the Master may think it proper.
37. No alteration, addition or amendment shall be made to these Bye-Laws unless moved and seconded in Open Lodge, due notice of such motion having been sent in the Summonses to each member, nor shall such alteration or amendment be considered carried unless two-thirds of the members present vote in its favour. The alteration, addition or amendment shall come into force only after it is duly approved by the R. W. the Regional Grand Master, Regional Grand Lodge of Southern India and the M. W. The Grand Master.

Adopted unanimously at the First Regular Meeting
of the Lodge on Thursday, the 4th January, 1979.

W. P. A. R. NAGARAJAN

Worshipful Master

P. V. PURUSHOTHAMAN SHYAM NANDLAL WADHWANI

Senior Warden

Junior Warden

V. RAJENDRAN

Secretary

Approved by the R. W. Regional Grand Master.

Madras,)
23-1-79]

A. S. RAJASABAI

Regional Grand Master

Approved by the M. W. The Grand Master.

New Delhi,)
April 7, 1979]

H. J. RUSHI

Ag. Grand Secretary.

LODGE KODAIKANAL, No. 235

FOUNDER MEMBERS.

HONORARY MEMBERS :

1. M. W. Bro. Hon'ble Justice D. P. Madon, O. S. M.,
Grand Master of India,
2. R. W. Bro. A. S. Rajasabai, P. Dy. G. M.,
Regional Grand Master of Southern India.

MEMBERS :

1. V. Rajendran, P. G. Tyl., J. R. G. D., P. R. G. D. of C.
2. A. Subramaniam, P. R. G. I. G.
3. P. V. Jambukesan, P. G. Stwd., P. R. G. D. of C.
4. V. Sarangapani, G. Mar., R. G. Reg., P. J. R. G. W.
5. N. Rudrappan, P. R. G. I. G.
6. P. V. Purushothaman,
7. R. C. Kesavamurthy, Asst. R. G. D. of C.
8. W. P. A. R. Nagarajan, P. R. G. Stwd.
9. N. M. R. V. Sivapressadh, R. G. I. G.
10. R. Kanagasabai, P. A. R. G. I. G.
11. K. Vajravel,
12. P. V. Chandrasekaran,
13. P. V. Parthasarathy,
14. P. M. Kathiresan, Pres., R. G. Stwd.
15. V. P. Raman, Grand Chaplain, P. R. G. J. W.
16. K. Balakrishnan,
17. A. Jawahar,
18. B. S. Sudhakar Shetty,
19. V. Nagoor Pitchai,
20. N. Manthiramurthy,
21. R. Ratnasabai,
22. Shyam Nandlal Wadhwani,
23. M. Chandrasekaran,
24. D. Rajasekharan Kamak,
25. N. R. Surendra,
26. W. S. Sundaresan,
27. S. Annamalai,
28. H. K. Erani,
29. S. Somasundaram,
30. A. R. Rathinam,
31. M. Vaidyalingam,
32. Dr. K. V. Ananthanarayanan,
33. T. Kannan,
34. A. Periyanan Shanmugam,
35. S. Rajagopal.