

12 NOV 2005



Bye - Laws

of

Lodge Perfect No. 264

Hyderabad



Bye - Values  
of

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Hyderabad

# **“LODGE PERFECT”**

## **BYE - LAWS**



### **1) OFFICERS OF THE LODGE :**

- a) The regular officers of the Lodge shall be the Master, the Immediate Past Master, Two Wardens, Treasurer, Secretary, Two Deacons and Inner Guard and a Tyler. The Master may appoint Chaplain, Director of Ceremonies, Almoner, Bearers of Volume of Sacred Law, Sword Bearer, and Stewards.
- b) A Member shall not hold more than one regular office except that when any brother resigns or an office has otherwise fallen Vacant, other than that of Master, such office shall be filled as provided in Rule 100 of Book of Constitution.

### **2) MEMBERS :**

- i) The Lodge shall consist of Resident, Non-Resident and Honorary Members.
  - a) Resident Members are those who reside with in the districts of Hyderabad, Ranga Reddy and Medak.
  - b) Non-Resident Members are those who are transferred beyond the district limits of Hyderabad, Ranga Reddy and Medak.
  - c) Honorary members are those who are elected as such in accordance with the provisions of Rule 142 of the Book of Constitution.



- ii) Any resident member who due to age or otherwise becomes incapable of attending the meeting of the lodge may on request in writing be considered to be placed on record as Absentee Member.

### 3) MEMBERSHIP :

- a) Candidate for the Membership has to be formally proposed and duly seconded by subscribing members in good standing briefly giving a bio-data and activities, in the open Lodge at its regular meeting. The said proposal shall be screened by the Screening Committee. The recommendations of the Screening Committee shall be communicated to the proposer. Thereafter if the proposer so desires he may propose to withdraw the candidature in the open Lodge at its Regular Meeting, failing which the candidate shall be balloted. No proposal shall be considered for balloting if the Admission Fee is not paid in advance which shall be returned if the ballot proves not clear.
- b) No candidate shall be admitted for initiation if the ballot is reported as polluted with three black balls. If in the opinion of the Master a Mistake has occurred in ballot, he may order a second ballot forthwith and the result thereof shall be final. The candidate whose ballot has been polluted shall not be recommended for initiation again for a period of three months.
- c) Any member who desires to resign the membership may do so in the open Lodge or by addressing a letter to the Master or Secretary. The resignation shall take effect immediately if the Member expresses his desire in the Open Lodge or from the date of reading the letter in the Lodge. If the Treasurer certifies that he has paid all the dues, he shall be furnished with 'Clearance Certificate'.
- d) For the purpose of ballot, the Box shall be placed in the centre of the Lodge and the brethren shall vote in the order in which they may be seated, commencing from South East Corner. No Proxy.

### 4) FEES AND SUBSCRIPTION :

Amendment to Bye-Law No 4(a) was unanimously passed in the 208<sup>th</sup> Regular Meeting held on Saturday the 3rd July 2004 as under:-

#### 4) Fee and Subscription:

- a) Shall be paid in advance as follows:

Initiation including cost of Apron	..	Rs.1000=00
Joining from Lodge under any Constitution	..	Rs.1000=00
Subscription from Resident members		Rs. 150=00 P.M
Subscription from Non-Resident Members		Rs. 70=00 P.M

- b) Any member whose subscription is due for three months shall be treated as a member not in good standing and he shall be ineligible to be appointed to any office in the Lodge. During the period of arrears he shall not propose or second any candidate either for initiation or for joining. Rule 156 of the Book of Constitution shall be invoked if the arrears continue to accumulate for more than six months of which a due notice will be given to such member.

### 5) FUNDS OF THE LODGE :

- i) *General Fund*: Admission Fees, monthly subscription as well as all other monies not otherwise specifically allotted shall be credited to this fund. All dues to G. L., R. G. L. and of routine purpose like typing, posting, monthly dinner, snacks, printing of summons and any other miscellaneous or incidental expenses shall be from this fund including installation expenses, contributions to other Lodges to meet Joint Functions, to invest in purchasing properties as indicated in Bye-Law No. 12 (v) etc.,
- ii) *Benevolent Fund*: The Charity collection made from whatever source towards charity shall be credited



to this fund. Every year the charities shall be disbursed before the end of March as shall be decided by the Standing Committee.

- iii) A sum of Rs. 200-00 from the General Fund, Rs. 200-00 from the Benevolent Fund shall always be held at the disposal of Worshipful Master annually to meet any cases of emergency which shall be reported to the Lodge at its next regular meeting which shall be ratified.

#### 6) MEETINGS AND COMMITTEES :

**Amendment to Bye-law No 6 (ii) was unanimously passed in the 184<sup>th</sup> Regular meeting held on Saturday the 6<sup>th</sup> July 2002 as under:-**

**The standing committee shall consist of the Worshipful Master, all the past Masters, Wardens, Treasurer, Secretary, Director of ceremonies and. Two members elected in the Lodge in April after the installation. The master may invite any member of the Lodge as special invitee to participate in the debate of the Standing Committee but such invitee shall have no power to vote.**

- ii) The Standing Committee shall consist of the Worshipful Master, Immediate Past Master, Wardens, Treasurer, Secretary, Director of Ceremonies and Two Members elected in the Lodge in April after the Installation. The Master may invite any member of the Lodge as special invitee to participate in the debates of the Standing Committee but such invitee shall have no power to vote.
- iii) The Standing Committee shall meet at the discretion of the Worshipful Master to consider the report of the Screening Committee and of any other Committee and such other matter that may be referred by the Master from time to time and also to recommend the constitution of Ad-hoc Committees, Special Committees and convenors.

- iv) The proceedings of the Standing Committee shall be read at the regular meeting of the Lodge which shall be discussed and put to vote in the usual masonic manner.

- v) Any four members present at a meeting shall be a quorum. The notice for the Standing Committee and for any other Ad-hoc Committee or Special Committee shall be three days in advance. The Worshipful Master may in case of emergency call for the Standing Committee dispensing with 3 days clear notice by summoning the members on telephone or through his representative.

- vi) The Audit Committee consisting of two members appointed by the Master shall verify and audit annual accounts of the Lodge and present a brief report of the same to be read in the Lodge in March. The Treasurer and Secretary shall give all assistance and co-operation to the audit committee.

**SCREENING COMMITTEE :** The Secretary of the Lodge shall be the Ex-Officio Secretary of the Screening Committee. He shall be assisted by 3 members nominated by the Worshipful Master. The proposal of a candidate shall be thoroughly screened by this committee as early as possible to submit its report within 15 days from the date of proposal. The Standing Committee will communicate the recommendations of the Screening Committee to the proposer atleast 5 days before the candidate is balloted.

#### 7) ELECTIONS :

- i) The Worshipful Master, Treasurer and the Tyler shall be elected by ballot as provided in the Book of Constitution at the Regular Meeting in March each year and the Master Elect shall be installed at the Regular Meeting in April.



- ii) The Master shall appoint and invest the officers after his Installation.
- iii) The Worshipful Master after the investiture of the officers shall appoint two members to the Audit Committee, 3 members to the Screening Committee and Members to such other Committees where Lodge has to be duly represented for any purpose or occasion whatsoever.
- iv) The Worshipful Master may also appoint Ad-hoc Committees, Special Committees and convenors from time to time as and when it is necessary to carry out the duties and work entrusted to them. The Standing Committee shall meet to discuss the recommendations of such Committees to consider and decide the relevant issue.
- v) The Lodge shall have the power to elect the requisite number of members on the managing body of any institution including the Building Committee of Goshamahar Baradari Masonic Building Committee with which Lodge may have common and continued interest.

#### 8) TREASURER AND SECRETARY :

- i) All subscriptions, voluntary contributions, charities shall be paid or remitted to the Treasurer who shall deposit the same in the Bank as approved by a resolution of the LODGE without delay except holding an imprest amount of Rs. 300-00 for routine expenditure. He shall maintain accounts, prepare statement of accounts every month and present the same to the Lodge at its every regular meeting. He shall also submit the Audited Statements of Accounts in the month of March which shall be the Financial year of the Lodge. The Bank Accounts of the Lodge shall be operated under the joint signature of Treasurer

and either the Worshipful Master or the Secretary. The Treasurer shall give full Co-operation to the Audit Committee placing all the records before them.

- ii) The Secretary shall issue summons, record the proceedings in the Minutes Book of all the meetings and committees, shall be incharge of all records and books except the account books. He shall be Ex-Officio Secretary to all the Committees. He will receive the communication from the Grand Lodge, The Region and other Lodges and reply in consultation with the Worshipful Master. He shall be exempt from payment of subscription to the lodge treating his services equivalent to the subscription.
- iii) The Financial year of the Lodge is the month of March each year.

#### 9) TYLER :

The Tyler elected shall be exempted from payment of subscription of the Lodge and shall be paid Rs. 300-00 every year on or before 1st January. He shall be responsible for the Lodge property including Regalia, banner, warrant etc., and shall keep them in careful custody. He shall keep the Lodge and its furnitures neat and clean. He shall not exercise the right of vote in the Lodge.

#### 10) DEBATE IN LODGE :

- i) Every member desiring to speak must address the Worshipful Master in a perfect dignified Parliamentary language. He shall do it in a standing position in the usual Masonic Manner. No motion shall be put to the Lodge until it has been duly seconded, it may be opposed by dissent or by proposing amendment. But the decision of the majority alone shall be carried as binding.



- ii) No member shall be entitled to speak more than once on the subject under discussion. The Worshipful Master may at any stage of discussion summarily stop the proceedings, reprimand any Brother for violating his ruling or any of the foregoing rules and may direct the Brother who acts in violation to retire temporarily from the Lodge.

#### 11) REFRESHMENTS, DINNERS AND GUESTS :

- i) The Junior Warden as an ostensible Steward of the Lodge with the assistance of the Stewards appointed by the Worshipful Master shall regulate and control the refreshments and Dinner.
- ii) The Stewards shall pay all attention to the Guests and Visitors and they shall be responsible in looking after their comforts and needs.
- iii) The Stewards shall receive the money from the Treasurer on a written request to arrange for refreshments and dinners and shall submit the account within 15 days to the Treasurer.

#### 12) GENERAL .

- i) If any Brother Lodges a Complaint against another, such complaint may be referred to the Standing Committee by the Worshipful Master for enquiry which shall be conducted in the presence of the Brethren involved. Thereafter the proceedings shall be reported to the Worshipful Master who may at his discretion drop the action or leave it to the Members in the open Lodge to suggest such action as they deem fit.
- ii) The Bye-Laws of this Lodge may be read in open Lodge in the month of March every year for the benefit of members.
- iii) No alteration and or amendment shall be made and no Bye-Law shall be added to these bye-laws unless regularly proposed and duly seconded in the open

Lodge and thereafter to follow the procedure laid down in the Book of Constitution to introduce and carry out alterations or amendments.

- iv) No new Bye-Laws shall be added or old one altered unless two thirds of the members present in the Lodge at such meeting vote in favour of it.
- v) The Lodge shall endeavour to purchase a property by investing from its General Fund to Construct its own Temple and such Charitable institutions as the Lodge may decide from time to time for which propose. The Worshipful Master may appoint an Adhoc Committee to workout details and recommend the measures to be adopted for achieving the object.

SIGNED BY :

W. Bro. C. P. Sanghi,  
Worshipful Master.

W. Bro. Mohd. Manzooruddin  
Senior Warden.

W. Bro. L. P. R. Vittal,  
Junior Warden.

Bro. C. Ananda Rao  
Secretary.

APPROVED BY :

COIMBATORE  
5th April, 1986

Regional Grand Master

APPROVED BY M. W. THE GRAND MASTER

NEW DELHI  
14-4-1986

H. P. Gupta  
Grand Secretary