

every year at such hour as may be directed by the Master for each Meeting.

b) Emergency Meetings of the Lodge may at any time be called by the authority of the Master and the business to be strictly in accordance with Rule 90 of the Book of Constitutions of the Grand Mark Lodge of India.

c) Summons convening the Regular/Emergency Meetings shall be dispatched by the Secretary to all members of the Lodge at least Seven days before the date of such meeting.

### **3. Election and Installation Meetings :**

The Master shall be elected annually at the Regular Meeting of the Lodge in May and shall be installed at the next regular meeting in August.

The Treasurer and the Tyler shall be elected and chosen respectively each year at the regular meeting of the Lodge in May and invested at the Installation Meeting in August.

### **4. Admission of Members :**

(a) A Master Mason desirous of being Advanced may either be proposed or seconded at a Regular Meeting of the Lodge or by an application duly signed by the proposer and seconder and sent to the Secretary. Such a proposal / proposals

shall be included in the Summons for the Meeting at which the ballot is to take place.

(b) A Candidate for Advancement or joining not already registered in the books of the Grand Mark Lodge of India shall, before the ballot is taken, sign the Declaration as provided in Rule 100 of the Book of Constitutions.

(c) In the case of joining or Re-joining he shall be proposed and seconded at a regular meeting and balloted for at the next meeting, the summons in respect of which shall clearly spell out the full particulars as required by Rule 98 © of the Book of Constitutions

(d) Before the ballot for Advancement/Joining/Rejoining is proceeded with, the Secretary of the Lodge shall satisfy himself that he has taken care of the provisions of Rule 99 of the Book of Constitutions.

### **5. Balloting :**

No Brother shall be Advanced or admitted as a joining or Re-joining member of the Lodge, if the Ballot is found to be unfavorable as per Rule 101 of the Book of Constitutions. In the event of an unfavorable ballot, the candidate shall not be re-proposed until after the lapse of two years from the date of the first ballot.



to be a member of the Lodge under Rule 110 of the Book of Constitution. He may be readmitted as a member again only by payment of the arrears followed by regular proposition and ballot as prescribed by the Book of Constitutions.

**9. Readmission :**

A member who suffers Exclusion can be readmitted as a member provided followed by regular proposition and ballot as prescribed by the Book of constitution.

**10. Resignation :**

Any Brother desirous of resigning from the Lodge may notify the same either in open Lodge or by letter to the Secretary. It shall take effect from the date on which it is given. Any member who has resigned will be permitted to rejoin on payment of Re-Joining Fees and any arrears due, but shall be subject to fresh ballot.

**11. Duties of Officers :**

**a) Secretary :**

The Secretary shall conduct all the general business and correspondence of the Lodge and he shall keep record of the proceedings of the regular and emergency meetings of the Lodge in the Minute Book and read the same at the next

regular meeting for confirmation. He shall maintain in a separate book a record of meetings of Standing and Audit Committees. He shall maintain a Membership Register and preserve all records, files, documents etc., of the Lodge. He shall also file all the Returns as prescribed in the Book of Constitutions to the Grand Mark Lodge of India and Regional Grand Mark Lodge of Southern India within the time stipulated for such Returns.

He shall be entrusted with a sum of Rs. 300/- (Rupees Three Hundred Only) for contingent expenses for which he shall render accounts to the Treasurer Periodically.

**b) Treasurer :**

He shall have charge of and be responsible for the money and account books of the Lodge. He shall enter details of the money received viz., subscriptions and other dues and of all payments made in the appropriate books of account. He shall deposit, without any delay, such sums of money as have been received, in an account standing in the name of the Lodge with a Scheduled Bank duly approved by the resolution of the Lodge. All payments above the sum of Rs. 1000/- (Rupees One Thousand Only) shall be generally made by cheque. He shall have