

## **Bye-laws of The Mount Everest Lebong Lodge No. 52 G.L.I.**

Bye-Laws as originally proposed in the Lodge Permanent Committee on 4th January 2006, and approved in the Open Lodge Meeting on 13th January 2006 and confirmed in the Regular Meeting on Thursday, 23<sup>rd</sup> February 2006 and thereafter amended from time to time.

### **PREAMBLE**

The Lodge, since The Grand Lodge of India, New Delhi came into being on the 24th day of November 1961, is constituted as a Regular Lodge of Antient, Free, and Accepted Masons by the virtue of a WARRANT granted by that Sovereign Body dated the 24th November 1961 and binds itself to act in conformity with the Laws and Regulations laid down in the Book of Constitutions of the Grand Lodge of India. The Lodge has and owns its premises known as The Freemasons' Hall, Darjeeling, located on the Jalapahar Road in the town of Darjeeling.

### **BYE LAWS**

#### **1. Constitution of the Lodge :**

The Lodge shall consist of Subscribing Members and Honorary Members.

#### **2. Subscribing Members shall be divided in two groups (a) and (b).**

Group (a) shall be ACTIVE MEMBERS. Group (b) shall be ABSENT MEMBERS.

All Members residing within the boundary of Greater Kolkata shall be Active Members and those residing beyond it, and desiring in writing to be placed on the Absent List shall be Absent Members. Members leaving the area mentioned for a period of not less than three calendar months may apply to the Secretary to be transferred to the Absent List. Members who are unable to attend the Lodge meetings regularly owing to failing health or old age or for any special reason may also at their written request be transferred to the Absent List.

Brethren of eminence and distinction who have rendered service to the Craft in General or to this Lodge in particular, may be elected as Honorary Members in strict conformity with the relevant Rule of the Book of Constitutions.

#### **3. Place & Day of Meeting :**

The Regular Meetings of the Lodge shall be held in the Freemasons' Hall, Kolkata, on the last Wednesday of every month save and except the months of May and October, at such hour as the Worshipful Master may appoint and specify in the Summons.

**4. Election Meeting :**

The Master and Treasurer shall be elected by ballot & the Tyler by a show of hands at the Regular Meeting in December each year.

**5. Installation Meeting :**

The Installation of the Master Elect shall take place at the Regular Meeting in January each year, when he will appoint & invest his officers including the elected Treasurer & Tyler.

**6. Emergency Meeting :**

The holding of Emergency Meetings shall be regulated by the relevant Rule of the Book of Constitutions.

When an Emergency Meeting is convened for the sole purpose of conferring a Degree at the request and for the convenience of a Candidate or Candidates to pay a sum not exceeding Rs.1000/- towards the expenses of the Meeting.

**7. Lodge Committee :**

The Lodge Committee shall consist of the Master, Wardens, Treasurer, Secretary, all Past Masters of and in the Lodge on the Active List of Members, and two other Members to be appointed by the Lodge at the Installation Meeting. Three shall form a Quorum, the Master shall preside at the Meetings or in his absence the Senior Warden or, again, in the latter's absence the Junior Warden. In the absence of these three officers, the IPM will preside, but, if he too is absent, then the Senior Past Master present will conduct the business brought forward.

(a) The Secretary will give Committee Members a week's notice of Committee Meetings, and shall record the Minutes which shall be submitted for information at the Regular Meetings of the Lodge.

(b) The Lodge Committee shall meet at such time and date as may be appointed by the Master.

(c) Any Brother may be invited to attend meetings of the Lodge Committee to give information upon any points under discussion and it shall be the duty of any Brother so invited to attend.

(d) No Candidate for Initiation or Joining shall be proposed in open Lodge until the particulars required under the Book of Constitutions shall have been considered by the Lodge Committee.

**8. Proposal Forms and the Ballot :**

Full particulars of any candidate for Initiation or Joining, made out on the prescribed form, in triplicate, must be sent to the Secretary by the Proposer and Seconder at least seven days before the Lodge Meeting at which the proposal is intended to be made.

No person can be made a Mason in, or admitted a member of a daughter Lodge unless if on ballot, two thirds of the members present and voting approve the proposal for such candidature.

The ballot shall be scrutinised by both Wardens and the Master in the Chair of the Lodge. Should it appear to the Master that a mistake has been made in the ballot, he may immediately order a second ballot to be conducted, provided that no Member who has participated in the first ballot has left the Lodge. The result of the second ballot shall be conclusive.

Any candidate rejected by ballot shall not be eligible to be proposed again until the expiration of twelve months from the date of such rejection.

**9. Audit Committee :**

An Audit Committee, consisting of two Members of the Lodge, shall be elected annually by the Lodge at the Regular and Installation Meeting in January.

The Committee shall audit the accounts of the year ending 31st December, and shall submit a report on the Audit at the Regular Meeting in March.

Whenever a change in Treasurer is necessary during the year, the Audit Committee shall examine the Books before their transfer to the New Treasurer.

**10. Fees and Subscriptions :**

The following shall be the scale of subscriptions and fees to the Lodge, all payable in advance :

INITIATION including Passing & Raising	: Rs.2500.00
JOINING from a Lodge under GLI	: Rs.2000.00
JOINING from other Constitution	: Rs.2500.00
Quarterly Subscriptions (Calendar Year)	
Active Members	: Rs. 700.00
Absent Members	: Rs. 200.00

In accordance with the relevant Rule of the Book of Constitutions, the Secretary shall be exempted from paying the quarterly subscriptions if he so desires.

**11. Bank Accounts :**

(a) The Lodge will maintain separate bank accounts for charity funds & general expenses. All cheques must be signed by the Treasurer and either the Worshipful Master or the Secretary.

(b) Treasurer's Duties :

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 respective accounts in the name of Mount Everest Lebong Lodge at UTI Bank or any other Scheduled Bank approved by resolution of the Lodge. The Treasurer shall make such payments as are duly authorized, or have been sanctioned by the Lodge.

The Treasurer shall regularly enter a complete record of all moneys passing through his hands in the proper books of accounts, which shall be the property of the Lodge and which, together with all Lodge funds and property in his possession shall be transferred to his successor upon investiture. He shall

prepare a statement of accounts annually every December, showing the exact financial position of the Lodge, which statement shall be verified and audited by an Audit Committee that all balances have been checked and that accounts have been duly audited shall be sent to all members of the Lodge together with the Summons convening the Meeting at which they are to be considered. Such meeting shall not be later than the Third Regular Meeting after the date to which the accounts are made up. The books of accounts shall be produced for inspection in open Lodge at such meeting or on other suitable occasion also if required by a resolution of the Lodge.

**12. Arrears of Dues and Penalties :**

- (a) Members who are in default in the payment of their subscriptions for two full quarters or more, shall not be eligible for election or appointment to office, nor may they vote, or propose Candidates.
- (b) Members who are in default in the payment of their subscriptions for a period of one year, are liable to ceased automatically as per the relevant Rule of the Book of Constitutions.
- (c) A Brother elected as a joining or Re-joining Member shall not have his name entered on the Roll of Members or returned for Registration in the Regional Grand Lodge until he has paid the requisite Joining Fee and Subscription for the current quarter.

**13. Resignations :**

Any Member who desires to resign his Membership must signify his intention to so either in open Lodge or by letter to the Secretary. The said Member will be liable to pay the full Subscription of the Quarter in which the resignation takes place.

**14. Notice of Summons :**

Any notice of Summons which it shall be requisite to send to any Member shall be deemed to have been sufficiently served if sent through the post to his last address on the Lodge Books. Members should inform the Secretary of any change in their addresses.

**15. Duties of Officers :**

- (a) The Treasurer shall perform the duties laid down in, and shall be subject to, the provisions of the relevant rule in the Book of Constitutions (Rule 129 in the Book of Constitutions).
- (b) The Secretary shall record the Minutes of the Meetings of the Lodge and of the Lodge Committee. He shall issue all Summonses to Meetings not less than seven days before the Meeting is convened, specifying on the Summonses the business to be transacted. He shall conduct the correspondence of the Lodge. He shall keep a Roll of Members & an Inventory of Lodge property. He shall prepare all the Requisite Returns, Applications, etc., and be responsible for their punctual despatch to the Regional Grand Secretary.
- (c) The Tyler shall see that the Lodge is prepared by the appointed hour. He shall take due care of all Lodge furniture and property.

**16. Charity Fund :**

All Moneys collected in open Lodge and any Donation received through any Member shall be kept for the object of Benevolence and shall be devoted solely to charity. This Fund shall be kept separate from other accounts.

In order that urgent cases of need may be relieved without delay, the Master may order payments from Charity Fund not exceeding Rs.1000/-, in any individual case, bringing the matter before the next regular Meeting for confirmation. All other cases shall be brought before the Lodge Committee for investigation and report.

**17. Business in Lodge :**

At Regular Meetings, before other Business, minutes of previous Meetings shall be read and if approved by the Lodge shall be confirmed and signed by the Master or other Past Master in the chair in accordance with the relevant rule of the Book of Constitutions. All questions shall, except where otherwise provided by the Book of Constitutions, or in these Bye-laws, be determined by a majority of votes, each Member having one vote. Whenever it shall happen that the voting is equal upon any question to be decided by a majority, either by ballot or otherwise, the Master in the Chair shall give a second or deciding vote.

**18. Repeal or alteration of Byelaws :**

No new Bye-law, or repeal or alteration of these Bye-Laws shall be valid unless duly proposed, seconded, and carried at a Regular Meeting of the Lodge, and duly confirmed at the Regular Meeting of the Lodge, and duly confirmed at the next Regular Meeting, and approved by the R.W. the Regional Grand Master and the M.W. The Grand Master.