

RULES AND REGULATIONS
OF THE
MASONIC PROVIDENT SOCIETY
OF THE
EASTERN CARIBBEAN
NAME OF SOCIETY

1. The Society shall be called The Masonic Provident Society of the Eastern Caribbean.

OBJECT OF SOCIETY

2. The object of the Society is to afford to its members a means of making some immediate provision for those who by the death of a member are deprived of their support and to provide access to value-adding opportunities during the course of life as a member of the Society

OFFICERS

3. The Officers of the Society shall consist of a President, a Vice-President, a Treasurer, a Secretary and an Assistant Secretary/Treasurer to be elected at the Annual General Meeting in each year.

COMMITTEE OF MANAGEMENT

4. (a) The General Management of the affairs of the Society shall be entrusted to a Committee of Management – hereinafter called the Committee – which shall comprise the Officers and five members of the Society elected at the Annual General Meeting in each year.

(b) Should a vacancy occur in the Committee by reason of the death or absence or inability to act from any cause whatsoever of any of its members, the remaining members of the Committee may appoint another member of the Society to fill such vacancy until the next Annual General Meeting.

(c) The Committee shall meet as often as may be necessary for the transaction of the business of the Society, and shall prepare reports of the affairs of the Society to be submitted at the Annual General Meeting.

(d) At Meetings of the Committee four (4) members shall form a quorum for the transaction of business.

(e) The Committee shall have power at any time, and from time to time, to invest such money as in its discretion it may declare to be surplus funds in such trustee investments as it may deem proper. Such investments shall be made in the name of the Society.

DUTIES OF OFFICERS

5. (a) **PRESIDENT:** - The President shall preside at all General and Committee Meetings; in his absence the Vice-President shall preside. In the absence of both of them the members present at the meeting shall elect a Chairman from among their number. In the event of an equality of votes such officer shall have a casting vote only.

(b) **TREASURER:** -The Treasurer shall receive all moneys payable to the Society and issue receipts therefor. He shall make all payments and keep proper vouchers and shall record all transactions under their several heads in the books of accounts to be provided for the purpose. He shall issue to members statements on at least a quarterly basis. He shall prepare statements for audit and presentation to the Annual General Meeting; and shall lay such accounts before the Committee prior to the Annual General Meeting. He shall deposit in the name of the Society all moneys in a Bank or Banks which allow interest and which are approved by the Committee. He shall be exempt from payment of all Calls other than Death Calls.

(c) **SECRETARY:** - It shall be the duty of the Secretary, to attend to all correspondence of the Society, to issue summonses for meetings, and to keep the minutes of the proceedings of the Society. He shall receive all applications for membership and submit the same to the members of the Committee in accordance with Rule 14. He shall be responsible for the safe keeping of all papers and books of the Society except such as the Treasurer is required to keep. He shall keep a register of the dates on which members are admitted or re-admitted; of the dates as from which any automatically cease to be members; of the dates as from which resignations are accepted and of the dates on which deaths have occurred, and the names and addresses of the respective nominees. He shall not communicate or cause or suffer to be communicated or otherwise make available to any person other than the Officers of the Society any of the information contained therein. He shall be exempt from payment of all Calls, other than Death Calls. He shall send out all notices relating to calls.

(d) **ASSISTANT SECRETARY/TREASURER:** - It shall be the duty of the Assistant Secretary/Treasurer to assist the Secretary or the Treasurer in their several duties and to perform the duties of either during their absence.

SIGNING OFFICERS

6. Any two of the following officers, the President, - the Vice President, - the Secretary, or the Treasurer shall sign all cheques and orders for payment of moneys.

AUDITORS

7. At the Annual General Meeting in each year two members not being officers or members of the Committee of the Society shall be elected as Auditors to audit the accounts for presentation to the next succeeding Annual General Meeting.

FISCAL YEAR

8. The Society's year shall be from the first day of the month of July in each year to the 30th June the following year.

GENERAL MEETINGS

9. There shall be one General Meeting in each year to be held on such date before 30th September as the Committee may determine for the transaction of the following business:-

- a) Reading and confirmation of minutes.
- b) Reception and adoption of the Financial Statement by the Treasurer, together with the report by the Auditors thereon, for the preceding fiscal year.
- c) Election of Officers and Auditors for the year next ensuing.
- d) Election of five Members of Committee of Management.
- e) Correspondence.
- f) Motions which may be submitted by the Committee to the Meeting.
- g) Motions on which notice may be given by any member not later than 21 days prior to the meetings.
- h) Fixing all fees and contributions for the ensuing year.
- i) Review and approve any changes to the Insurance Plan
- j) Fixing the death benefit for un-insured members.
- k) General Business.

SPECIAL MEETINGS

10. The Secretary shall summon a special meeting of the Society whenever the Committee so directs, and shall also do so on the written requisition of any seven members of the Society. Any such requisition by members shall specify the matters for which the meeting is required. The Secretary shall set forth in the summons the business for which the meeting is summoned and no business other than that so set forth shall be transacted at any such meeting.

QUORUM

11. At the General or any Special Meeting seven members (of whom two at least shall be members of the Committee) shall form a quorum for the transaction of business. If within thirty minutes after the time appointed for such meetings there be insufficient members present to form such a quorum the meeting shall thereupon be adjourned to such date (not being less than fourteen days thereafter) as may be fixed therefore by the members present.

NOTICE OF MEETINGS

12. At least fourteen days notice of a General or Special Meeting, and seven days notice of an adjourned meeting, shall be given by the Secretary to each member of the Society. The accidental omission to give such notice to or the non-receipt of the same by any such member shall not invalidate any resolution passed or proceedings at any such meeting.

APPLICATION FOR MEMBERSHIP

13. Every applicant for membership must be:-

- (a) A Mason not more than 65 years of age
- (b) A member in good standing with a Masonic Lodge under a recognized Constitution.

He shall complete and sign an application stating the several particulars required by the printed form of application specified in Appendix "A" hereto and shall deposit same with the Secretary together with such fees and contributions as required by Rule 17.

ELECTION OF APPLICANT

14. (a) When an application is submitted to a meeting of the Committee, if a majority of the members present thereat shall approve the same or, in the event of there being an equality of votes, the President (or other Chairman of the Meeting) shall give his casting vote

(b) The Secretary shall notify each successful applicant of his election as promptly as possible thereafter, and shall furnish him with a copy of the rules.

(c) No un-successful applicant shall be eligible for election within six months after the date of rejection.

CHANGE OF NOMINEE

15. (a) In respect of the un-insured program a member may at any time revoke his nominee and substitute another in its stead. Any such revocation and substitution shall be notified by him to the Secretary on a form in Appendix 'B' hereto, and shall be attested by a witness who shall be a member of the Society. The Society shall not be bound or required to recognize as valid any nomination or revocation of any nomination, unless the same conforms to the requirements of this rule.

(b) In respect of the insurance program a change of nominee will be governed by the terms and conditions of the policy contract.

RESIGNATIONS and TERMINATIONS

16. No resignations from the Society or termination from the insurance program shall be accepted from any member unless tendered in writing and signed by him. A member's participation in the insurance program will automatically terminate on his resignation from the Society.

APPLICATION FEE AND OTHER CONTRIBUTIONS

17. Application Fees

Each member shall pay a non-refundable fee payable on application of U.S. \$5.00 or its equivalent in Barbados or Eastern Caribbean Currency.

Administration fees

Each member shall pay an annual Administration fee for use in conducting the affairs of the Society

Charity Contributions

Each member shall pay an annual contribution to provide charitable benefits in respect of the members as determined to by the Policy Framework

Other Contributions

1. Insurance Program

Immediately upon notification, eligible members will pay the Annual Insurance Premium as quoted by the insurer.

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2. Un-Insured Program

Immediately upon notification eligible members shall pay an Annual contribution as determined by the members in general meeting.

PAYMENT OF DEATH BENEFIT

18. Under both the Insured and Un-insured Program any sum of money which shall become payable on the death of a member shall be paid immediately after receipt of satisfactory proof of such death.

Nominated beneficiaries of members will be entitled to receive the death benefit:

- i. On the death of a member of the Society who is member of the Un-Insured Program an amount as approved by members in the Annual Meeting shall be paid by the Treasurer to the person or persons nominated by the deceased to receive the same. In case there shall be no such nomination, or the person or persons nominated shall have predeceased the deceased member or the member has revoked such nomination in writing as aforesaid and no further nomination shall have been made, such amount shall be paid to the person or persons who shall appear to the Committee to be entitled thereto. Provided that whenever the Society after the death of a member shall have paid the amount due to the person or persons who shall at the time of such payment appear to the Committee to be entitled thereto the payment of such amount shall be valid and effectual as against any demand by or on behalf of any person or persons as next of kin of such deceased member or as the lawful representative or representatives of such member or in any other capacity whatsoever, against the Funds of the Society or against any of its Officers or the Committee; Provided also that whenever any person to whom any sum of money shall hereafter become payable under this Rule shall be of unsound mind or otherwise incapable of giving an effectual receipt for the same, the Committee may pay or apply such sum of money for his or her benefit in such matter as the Committee shall deem expedient; provided further that whenever currency restrictions or other

- circumstances shall prevent the immediate payment of any sum of money to any person entitled thereto, the Committee may set aside the same in a special Suspense Account until such time as the payment can be made.
- ii. On the death of a member of the Society who is a member of the Insured Program the person or persons nominated by the deceased shall be entitled to a benefit in accordance with the Terms and Conditions of the Group Life Insurance Program

ADVANCE PAYMENTS

19. A member of the Un-Insured Program shall deposit with the Treasurer within sixty (60) days after the Annual General Meeting such sum of money as determined at the Annual General Meeting against his liability to pay future Calls and such deposit shall be an authority to the Treasurer to apply the same in or towards the payment of any Call thereafter made. Any sum remaining at his death to the credit of any member who has made any such deposit shall be added to the amount of the Death Call then payable and shall be paid to the person or persons entitled thereto in accordance with Rule 18.

NOTICE OF FORFEITURE/TERMINATION

20. Every member whose account is in arrears for 60 days or more shall be notified in writing by traditional and/or electronic medium that unless payment is received within 30 days of such notice, he will automatically cease to be a member of the Society, and that his nominee will forfeit all claims on the funds thereof.

Every member who thereafter automatically ceases to be a member of the Society as aforesaid shall immediately be notified in writing in similar manner of the said cessation of membership and of his nominee's consequential forfeiture of all claims thereof.

RE-ADMISSION

21. Any person who has ceased to be a member of the Society, whether by resignation or by operation of Rule 20 may on application be readmitted to membership by the Committee on the following terms:-

1. The immediate payment of:-
 - (a) All arrears (if any) due by him at the date of his ceasing to be a member; and

- (b) The sum of \$U.S.50:00 or its equivalent in Barbados or Eastern Caribbean currency readmission fee for every year he ceased to be a member to a maximum of 5 years.
2. Members who have been removed from the register of membership for any reason for more than 5 years are not eligible for re-admission.
 3. He must not be older than 65 years of age
 4. He will only be eligible to join the Insured Program in accordance with the terms and conditions of the Program. That is be subject to age of entry limitations and be medically underwritten

DISSOLUTION OF THE SOCIETY

22. The Society shall not be dissolved except upon a resolution duly proposed at a Special Meeting and carried by a three quarters majority of the members present and voting at such meeting, but if the Society shall be dissolved, the Funds in hand shall be donated to the Benevolent Funds of the several Lodges then working in proportion to the number of their members who are also members of the Society at the date of the dissolution.

ALTERATION OF RULES

23. No existing Rule shall be altered, or no new Rule made, except at the Annual General Meeting or at a Special Meeting of the Society, and no such alternation or new rule shall be considered unless on the recommendation of the Committee or notice thereof in writing shall have been given to the Secretary at least twenty-one (21) days before the meeting takes place. When notice shall have been given to the Secretary of any proposed alteration or of any new rule he shall call a meeting of the Committee to consider such proposed alteration or new Rule within fourteen days from the time of his receiving such notice.

The rules were amended and approved at:

1. the Committee Meeting held on 7th June, 1996, and confirmed at the Annual General Meeting held on Thursday, 14th November, 1996 and,
2. the Committee Meeting held on 26th September 2009 and confirmed at the Annual General Meeting held on Wednesday, 30th September 2009.
3. the Committee Meeting held on June 23, 2014 and confirmed at the Annual General Meeting held on Monday, 29th September 2014.
4. **The Committee Meeting held on March 30, 2015 and confirmed at the Special Members Meeting held on Tuesday, April 21, 2015**

5. The Committee Meeting held on August 15th 2017 and confirmed at Annual General Meeting held on Thursday September 28, 2017.