

## CONSTITUTION.

### ARTICLE IV.—DUTIES OF OFFICERS.

Sec. 1. It shall be the duty of the W. P. to preside in the Division, enforce a due observance of the Constitution and By-Laws, and exact a compliance to the Rules and Usages of the order; to see that all officers perform their respective duties; appoint all committees and officers not otherwise provided for; give the casting vote on all matters before the Division when a tie may occur; inspect and announce the result of all balloting or other votes; direct the R. S. to call special meetings when application shall be made in writing by five members of the Division; draw upon the T. for all sums necessary to pay the benefits provided for by the Constitution and By-Laws, and other appropriations made by the Division. He shall, on the night he vacates the chair, see that the Quarterly Returns are prepared for the Grand Division, and the per capita tax appropriated, and forward the same in time for the Quarterly Session, certified by him, with the seal of the Division. He shall perform such other duties as the Division or his charge shall require.

Sec. 2. It shall be the duty of the W. A., to render the W. P., such assistance as he may require of him, and in the absence of the W. P., the W. A. shall perform his duties.

Sec. 3. The R. S. shall keep a fair and impartial record of the proceedings of the Division; write communications; notify all subordinate Divisions not more than 10 miles from its place of meeting, within 4 weeks after, of the name, occupation and residence of every person suspended, rejected or expelled from this Division. He shall fill up certificates, notify meetings when ordered by the W. P. attest to all monies ordered to be paid at a regular meeting and none other. He shall make out at the end of his term for the Division, a full report of the proceedings during his term, and also the quarterly returns to the G. D., which shall embrace the number of members initiated, admitted by ballot, initiated by dispensation, suspend reinstated, d

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