

Grand Lodge and hand the same to the Master for transmission to the Grand Secretary. He shall annually at least one week previous to the Festival of St. John the Evangelist, submit his accounts and vouchers to the Auditors for examination and transfer to his successor immediately after his installation all money and other property of the Lodge in his possession.

THE SECRETARY.

SEC. XV. The Secretary shall be exempt from payment of all Lodge dues. He shall keep a faithful record of the proceedings of the Lodge and preserve in order all papers and documents belonging thereto. He shall keep a correct register of the Members and of their respective accounts with the Lodge and an account shewing the fees and dues received for and payable to the Grand Lodge. He shall sign all authorized certificates and affix the Lodge seal thereto, issue all necessary notices and summonses for meetings, countersign all orders drawn by the direction of the Lodge, notify the members of every committee of their appointment and the nature of their duties, receive all moneys paid by members or others to the Lodge and pay the same immediately to the Treasurer if present at the Lodge or if absent before the next regular meeting; and discharge all other duties appertaining to the office of Secretary.

THE DEACONS.

SEC. XVI. The Deacons shall attend at the opening of the Lodge and take such part in the ceremonies as the Master may direct.

THE DIRECTOR OF CEREMONIES.

SEC. XVII. The Director of Ceremonies shall see that the Lodge Room is properly prepared; that all brethren appear in the clothing prescribed in the Book of Constitution and to the best of his ability, that every brother when in the Lodge or at refreshment is stationed according to his rank.