

13. Promptly mark his Beneficiary Certificate Register as to all transfers of membership by card into or out of his Lodge.

14. See that a member received on a clearance card from a Lodge of another Jurisdiction surrenders his Beneficiary Certificate and cancels the same on the meeting night of his election, and promptly forward the same to the Lodge from which it was issued, and at the same time inform the Recorder of the Lodge of the date of the election of the member.

15. Notify all members against whom charges have been preferred to appear at the Lodge at the meeting night set for the purpose of considering the charges, and at the same time forward to the accused a copy of the charges.

16. Promptly and correctly prepare a transcript of the record in all appeals made to the Grand Lodge or the Grand Master Workman, and in all cases involving a trial he may require the appellant to pay in advance at the rate of ten cents per hundred words therein.

17. Make out the semi-annual reports of the Lodge. See that the financial part of the same is made out by the Financier, and that such reports are signed, sealed and promptly mailed to the Grand Recorder, and remit the per capita tax therein.

18. Attend the meetings of the Auditing Committee and assist them with his books and records.

19. Notify all candidates of their election within six days thereafter.

20. Make out the credentials of the Representatives to the Grand Lodge in duplicate, forward one with the semi-annual report and give the duplicate to the Representative, having seen that both are duly dated, signed by the Master Workman and himself, and the seal of the Lodge is affixed.

21. Make out the certificate of all Past Master Workmen in good standing who have become such by service thro' the Master Workman's chair and by service as Recorder, Financier or Receiver of the Lodge at the end of the term of each of them. See that they are dated and signed by the Master Workman and by himself, and affix the seal of the Lodge. Also, in case either of said Past Master Workmen is the elected Representative to the Grand Lodge he must make the certificate in duplicate and mail one with the semi-annual report in addition to his certificate as elected Representative.

22. Submit his books to the inspection of the Grand

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