

by the Grand Scribe. The neglect of this duty by the Deputy for two successive quarters involves the same penalty as in the preceding case.

11. To give prompt information to the Grand Scribe if his Division should cease working; and should it fail to resume work within three months, to take charge of the charter, books, and other property, and notify the Grand Scribe of his action.

12. In case of sickness, absence from home, or other unavoidable occurrence, to appoint a Past or Acting Worthy Patriarch as his substitute; provided, however, the brother so appointed shall become responsible for the performance of his duties, and further provided that such appointment shall not cover more than one quarterly term without the written consent of the Grand Worthy Patriarch.

#### REGULATIONS OF GRAND SCRIBE'S OFFICE.

As the official and responsible medium of communication between the Grand Scribe's office and the Division, it is necessary that the Division Deputy should observe the following regulations, viz.:—

1. If the blank Return, blank Report to County or District Deputy and Password Circular should not be received before the 25th of December, March, June and September, write to the Grand Scribe.

2. Direct the Recording Scribe in preparing the returns for the Grand Division, when the inexperience of that officer renders it necessary. Call his attention to the "Instructions" on the back of the Return. See that *all* of the items are filled in, and with perfect legibility; that no erasures or alterations are made, but that necessary corrections are indicated under the head of "Remarks"; that the heading is properly filled, and not dated a quarter in advance; that the figures are entered in the proper column; that item (1) is correctly carried over from the returns of the previous quarter and agrees with the number on the Deputy's Receipt Card; that item (8) is correctly computed by adding the initiations, etc., to the membership of the previous quarter and deducting the losses; that item (9) is not included in the losses and subtracted from the membership; that females who have been initiated are counted as *full members*, and not as "lady visitors"; that names of officers are written correctly and in full, those of females with the prefix *Mrs.* or *Miss* attached; and that, the returns being completed, certified and attested, the seal of the Division is affixed. Take an honest pride in having the returns well and *neatly* made out. If the blank Return should be mislaid or injured send for another.

3. See that the returns and *per capita* tax are in the hands of the Grand Scribe by the 15th of January, April, July and October, and in no case later than the 26th, or they will be too late to be reported at the ensuing session. If the *per capita* tax cannot possibly be paid before the 26th of the month, the transmission of the returns should not be delayed, as they are absolutely required for the compilation of statistics.

4. See that representatives to the Grand Division are elected at the first regular meeting in October, and the blank Credential sheet is filled, signed and sealed, and forwarded to the Grand Scribe with the annual returns. The W. P. and all P. W. P.s (and those only) are eligible for election. The credentials of W. P.s who are raised to the chair during the interim terms, and elected representatives at the first regular meeting in each quarter, may be sent with the quarterly returns, in writing, or on form supplied from Grand Scribe's office, according to the form in Rule 2, Sec. 2, Const. of G. D.

5. See that all orders for supplies are made out on the Order Blanks provided for the purpose, supplied by the Grand Scribe free of charge, and sent [904]

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