

at the sessions of the Grand Encampment in presiding and preserving order, and in the absence of the Grand Patriarch and Grand High Priest, he shall preside. In the event of a vacancy occurring in both the offices of Grand Patriarch and Grand High Priest he shall exercise the powers and perform the duties of Grand Patriarch until the next regular session, and until such vacancy be filled.

23. The duty of the Grand Scribe shall be to attend in person every session of the Grand Encampment, and when absent to transmit the books and records thereof; he shall keep a just and true record of all proceedings, and intimate to each Subordinate Encampment such portion thereof as may affect it; he shall also keep a just and true account between each Subordinate Encampment and the Grand Encampment, and also of the affairs of the Grand Encampment; he shall preserve all books and file all documents belonging to his office; attest all orders drawn on the Grand Treasurer, and pay over to him monthly all moneys coming into his hands on account of the Grand Encampment; receive all documents relative to the Grand Encampment, and submit the same to the Grand Patriarch, or the Grand Encampment if in session; conduct all correspondence on behalf of the Grand Encampment; furnish all committees with such official documents as may be necessary for their reference; transmit to the Sovereign Grand Lodge a regular report of the work of the Order in the Encampments in this jurisdiction, made up to the 31st December in each year; notify all Subordinate Encampments of each regular or special session of the Grand Encampment at least two weeks previous to its commencement; prepare all charters granted by the Grand Encampment; affix the Seal of the Grand Encampment to such Charters, and to all other documents requiring it; perform all the duties of Grand Treasurer in his absence, and attend to all other business not herein enumerated, and coming properly within the duties of his office. He shall have his books properly closed and ready for examination by the auditors before the twentieth day of July in each year, and shall have a sufficient number of copies of his annual report printed for the use of the Grand Encampment. Prior to installation he shall execute in favor of the Grand Encampment a satisfactory bond of a Guarantee Company for the faithful performance of his duties, and shall receive such salary as may be fixed upon at each annual session.

24. The Grand Treasurer shall receive and take charge of the moneys of the Grand Encampment investing or depositing the same as directed by the Grand Encampment; he shall pay all orders drawn on him by the Grand Patriarch, and countersigned by the Grand Scribe, and none other; he shall keep his accounts in a fair, clear and legible manner, exhibiting, in as far as possible, the sources of all receipts, and the destination of all disbursements, with the amount of both; he shall have his accounts closed and ready for