

give the casting vote in case of a tie; examine and announce the result of all balloting and other votes; direct the Recording Secretary to call special meetings when applied for in writing by five members. He shall not make or second any motion, nor take part in any debate while in the chair. At the regular meeting after his installation he shall appoint all necessary standing committees.

2. Either of the Vice Factors shall perform the duties of the Chief Factor in his absence or inability.

3. The Recording Secretary shall keep a correct account of the proceedings of the Society in a book to be kept for that purpose. He shall record a brief synopsis of all bonds executed by officers of the Society. He shall furnish the members of Investigating Committees with copies of all applications. He shall keep a correct record of votes cast at all elections. He shall notify candidates for membership in writing of their election or rejection, and members of their suspension, expulsion or acceptance of resignation. He shall report to the Secretary-Treasurer immediately the reinstatement names of all rejected candidates, and the suspension of a member. He shall be the custodian of and keep all papers and documents of the Society ready for inspection at any time; notify the members of special meetings when ordered by the Chief Factor and within one week after his term expires deliver to his successor all books and papers together with all other property of the society in his possession.