

IV.

APPENDIX.

Second and First: " if opened in the Second Degree, say " severally in the Second and First.

Confirmed in open Lodge, [give date] A.L.,
(Master's Signature.) (Secretary's Signature.)
— — —, W. M. — — —, Sec'y.

REGULATION.

For the sake of clearness and distinction, a line at least should be left blank between each minute, and a marginal note made of its contents.

Each Lodge must keep a book or books, outside the lodge-room, for members and visitors to enter their names as they arrive, which it is the duty of the Tyler to see done before he gives notice of their being present. It must be borne in mind that no visiting brother, unless he be a subscribing member of some regular Lodge, has a right to visit a Lodge more than once during his non-affiliation with the Craft.

Lodge Minutes are to be read on regular nights only; and after having read the minutes of the previous regular meeting, those of any subsequent emergency are to be read for confirmation.

Secretaries of Lodges should also keep a rough minute book—and never on any account, use slips of paper—to enter the proceedings of the Lodge as they occur, and afterwards fairly copy them in the regular Minute book, to which he must attach his signature; and when they have been read and confirmed in open Lodge, the W.M. likewise signs them at the left hand corner.

It is usual, on the presentment of Reports from Committees to move their reception, or their reception and adoption. If open to discussion or amendment, first move their reception, and afterwards their adoption.

The Constitution declares twenty dollars (\$20) the lowest fee that can be charged for the Degrees of Freemasonry, which is to be paid previously to the Candidate's initiation. This sum also includes the fee for registering the Candidate's name in the books of the Grand Lodge and a Grand Lodge Certificate.