

he shall confer the Grand Lodge Degree on all Past Grands qualified to receive it; and shall, subject to the Grand Master, have charge of the Lodge Room during all meetings of the Grand Lodge.

*Clause 4.*—The R. W. Grand Secretary shall attend, in person, at every meeting of the Grand Lodge, and when absent, shall transmit the books and records thereof; he shall keep a just and true record of all proceedings, and intimate to each Subordinate Lodge such portion thereof as may affect it; he shall preserve all books, and file all documents belonging to his office, attest all orders drawn on the Grand Treasurer, inform him of all charges to be made against Subordinate Lodges for Dispensations, Cards, &c., transmit for his examination all returns from Subordinate Lodges; pay over to him forthwith, all monies coming into his hands on account of this Grand Lodge; receive all documents relative to the Grand Lodge; and submit the same to the Grand Master, at the Grand Lodge, if in Session; conduct all correspondence on behalf of the Grand Lodge; furnish all Committees with such official documents as may be necessary for their reference, if required so to do; transmit to the Supreme Grand Lodge a regular report of the Order, made up to the 30th day of June, in each year; notify all Subordinate Lodges of each regular Session of this Grand Lodge, at least two weeks previous to its commencement; prepare all Charters granted by the Grand Lodge; affix the Grand Seal to such Charters, and to all other documents requiring it; perform all the duties of the Grand Treasurer in his absence, and attend to all other business not herein enumerated, and coming properly within his duty.

*Clause 5.*—The R. W. G. Treasurer shall receive and take charge of the monies of this Lodge, depositing the same in some Chartered Banking Institution of this Province, to be named by the Grand Lodge, within three days at furthest, after receipt thereof, unless otherwise directed by this Grand Lodge; he shall pay all orders drawn on him by the Grand Master, and countersigned by the Grand Secretary, 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 immediately before every regular Session, and submit them thereat to this Grand Lodge, and shall execute, in favor of the Grand Master, Deputy