

shall be immediately filled by the election and installation of a qualified Brother.

OVERSEER 26. The Overseer is the third member of the Relief Committee, and shall perform such duties as are required of him by the Ritual laws, rules and regulations of the Order.

RECORDER 27. The Recorder shall : 1. Keep correct minutes of the proceedings of each meeting of the Lodge and have the same transcribed in a book provided for that purpose before they are finally approved by the Lodge.

2. Have the recorded minutes of each meeting ready for approval at the next succeeding stated meeting.

3. Have charge of the seal of the Lodge, and affix it to all the official papers and documents of the Lodge.

4. Conduct the correspondence of the Lodge.

5. Perform all the duties required of him by General Law I, relating to the Beneficiary Fund, and General Law II of the Supreme Lodge, relating to the Relief Fund.

6. Make out the semi-annual and all other reports required by the Grand Lodge correctly and promptly at the time required, and forward same to Grand Recorder, and perform the duties required of him in General Law VII, relating to expelled members.

7. See that the monthly beneficiary reports, as well as all other statistical reports, are correct, and that the money sent with each report is the correct amount.

8. Have charge of all the books and records of the Lodge pertaining to his office.

9. Fill up all orders and warrants for the amounts voted by the Lodge, and after the Master Workman signs his name, affix the seal of the Lodge and attest them with his signature.

10. Conduct the correspondence of the investigating committee appointed upon an applicant seeking admission to membership upon a clearance card.

11. Notify the Recorder of a Lodge from which a member has been admitted upon a clearance card issued by such Lodge, and give the Recorder thereof the date of the admission.

12. Forward the dollar for the Beneficiary Fund of a member of his Lodge admitted to membership on a clearance card in any Lodge in this Jurisdiction as soon as he has received due notice of his election, and for this purpose move that an order be drawn for it at the meeting next succeeding his receipt of such notice of admission