

properly signed by the W. P. and R. S., and sealed with the Seal of the Division. Blanks are supplied for this purpose by the Grand Scribe.

The Division Deputy holds a position of the highest importance and responsibility; and the welfare, if not the life, of the Division as well as his own credit and honor render it necessary that he should acquire a thorough knowledge, not only of his own official duties, but also of the whole routine of Division work. His official authority, however, should be exercised only when there is apparent necessity for it, and then always in a spirit of kindness and brotherly courtesy, but with firmness and impartiality.

The following are the principal duties of a Division Deputy, viz:—

1. To attend the regular meetings of his Division as often as possible, and to visit it officially once, at least, in each quarter.

2. To see that the laws and usages of the Order are faithfully observed, and its ceremonies properly performed, and promptly to report to the Grand Worthy Patriarch any irregularity of procedure, or infringement of the constitutions and laws, which the Division or its officers neglect or refuse to correct.

3. To present to the Division all official letters, circulars, books, &c., sent to them, and promptly to answer all communications from the Grand Worthy Patriarch or Grand Scribe.

4. To give permission for the holding of concerts, festivals, etc., under proper management, and for wearing regalia in public on proper occasions.—(*Rule 19, Consti. of G. D.*)

5. To authorize the postponement of the election of officers for sufficient cause.—(*Jour. of N. D., pp. 1892, 2259, 2288.*)

6. To give decisions on questions of law and usage, when appealed to, and in cases of apparent immediate necessity; otherwise to refer the case to the Grand Worthy Patriarch for advice. All decisions given by the Deputy should be immediately reported to the chief officer.

7. To see that the *per capita* tax is appropriated, and the returns to Grand Division are accurately prepared and signed by the out-going Worthy Patriarch and Recording Scribe, and attested by his own signature, at the last meeting in each quarter.

8. To install the officers elect and communicate the passwords, at the proper time,—provided the returns to the Grand Division shall have been properly prepared and the *per capita* tax appropriated; otherwise the password shall be withheld.

9. To forward (or cause to be forwarded) to the Grand Scribe, without delay, the quarterly returns and *per capita* tax, together with the credentials of Representatives to the Grand Division, the quarterly returns of the Band of Hope (if any) under the care of the Division, and the names of any Representatives to the Grand Division who may have died during the quarter, with their age, and the date of their death. The postponement of the installation of officers should not be allowed to delay the transmission of the returns and *per capita* tax. The nonappropriation of *per capita* tax, from unforeseen and unavoidable circumstances, should not prevent the timely forwarding of the statistical returns. So important and necessary to the Executive are these returns that the failure of the Deputy for two successive quarters, to forward them before the required date, involves the forfeiture of the confidence of the Grand Worthy Patriarch, and the consequent forfeiture of his commission.

10. To forward a full report of the state of his Division at the end of each quarter, and prior to the 10th day of January, April, July and October, to the County or District Deputy, whose name and address may always be found in the Year Book and the Official Organ. Blanks for this purpose are supplied

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