

and signed by the Chief Factor and Recording Secretary and transmitted to the Grand Secretary two months before the meeting of the Grand Post. No such amendments shall be considered, unless notice as above has been given and the sub-Posts notified of such changes or amendments.

ARTICLE XIV.

DUTIES OF THE OFFICERS.—GRAND FACTOR.

The Grand Factor shall preside over all meetings, appoint a District Deputy Grand Factor for each District, act impartially on all occasions, enforce all fines for infraction of laws, sign all cheques and open new Sub-Posts, or appoint a qualified substitute. He shall have a casting vote when the meeting is evenly divided. The decisions of the Grand Factor on all doubtful questions that may arise and on questions not clearly defined shall stand until reversed by the Annual Grand Meeting or the Arbitration Committee. The Grand Factor shall visit each Post at least once a year, the actual travelling expenses by shortest route together with salary of \$3.00 per diem shall be paid by the Grand Post while on business connected with the Order.

DEPUTY GRAND FACTOR.

The Deputy Grand Factor shall assist the Grand Factor in preserving order, and in his absence preside in his stead. He shall act in conjunction with the Grand Sentinel in admitting members.

GRAND SECRETARY.

The Grand Secretary shall keep true and faithful accounts of the proceedings of each meeting, attend to all communications and answer the same, keeping a copy of all letters sent by him. In his possession shall remain the various saleable properties of the Grand Post. He shall produce a Balance Sheet annually or be fined \$5.00. The salary of the Grand Secretary shall be as determined by the Grand Post.

GRAND TREASURER.

The Grand Treasurer shall attend all meetings, receive and pay all moneys on receipt of an order signed by the Grand Factor and Secretary. He shall balance his cash