

SEC. 3.—The G. W. V. Templar shall assist the G. W. O. T. in conducting the business of the Grand Temple ; she shall have special charge of the door, and in the absence of G. W. C. T. and G. W. O., she shall preside.

SEC. 4.—The Grand Worthy Secretary shall make a just and true record of the proceedings of the Grand Temple at every Session, and transmit as soon as possible after the close of the Session to the Subordinate Temples, printed copies thereof ; he shall keep the accounts between the Grand Temple and Subordinates ; he shall receive all the monies coming to the Grand Temple and pay the same over to the Treasurer without delay, taking his receipt for the same, and at the close of each session shall have all accounts in the books fully balanced, and present a balance sheet to the G. T. for the use of the members ; he shall issue all necessary notices to Subordinates and Representatives, and superintend such printing as the Grand Temple shall direct ; he shall perform such other duties as are herein provided for, or that may be ordered by the Grand Temple ; he shall receive such a salary as may be ascertained and fixed upon at each annual session of the Grand Temple, which salary shall be paid quarterly ; and shall, previous to his installation, give bonds to the three first named officers personally, omitting title, in such form and penalty and with such sureties as they shall approve for the faithful discharge of his duties ; and at the close of his term shall make a full report of his acts to the Grand Temple. The office of the G. W. S. shall not necessarily be at the chartered location.

SEC. 5.—The Grand Worthy Treasurer shall receive and take charge of the monies of the Grand Temple ; pay all orders drawn on him by the G. W. C. T., under the seal of the Grand Temple ; keep his account in such a manner as will exhibit the sources and amount of receipts, and by whom paid ; the purposes and amount of disbursements and to whom paid ; have his account closed up on the first day of the Annual Session in each year, and submit to the Finance Committee, and make a full report to the Grand Temple at the close of his term of office ; he shall, previous to his installation, give bonds to the three first named officers, omitting title in such form and penalty as they shall approve, for the faithful performance of his duties.

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