

THE SECRETARY.

SEC. 4.—The Secretary shall be exempt from all lodge dues; issue all summons and notify all members of their dues semi-annually; keep the minutes of all lodge meetings; a register of members with date of admission, passing and raising; prepare and forward the Grand Lodge returns; receive all dues from the brethren and fees from the candidates for initiation or membership and pay the same to the treasurer, taking a receipt therefor; and countersign all orders voted by the lodge or charitable committee. He shall also furnish the lodge at the regular meeting in December with a report for the past year.

THE STEWARDS.

SEC. 5.—The stewards under the direction of the senior warden shall see to the safe and careful keeping of the jewels and furniture of the lodge, and, under the junior warden, shall have the arrangements and ordering of the refreshments.

DIRECTOR OF CEREMONIES.

SEC. 6.—The director of ceremonies shall see that the lodge is properly prepared; that the brethren in the Lodge are clothed as prescribed in Book of Constitution and that every brother when in Lodge or at refreshments is placed according to his station.

THE INNER GUARD.

SEC. 7.—The Inner Guard shall attend all meetings punctually at the hour named in the summons to guard the interior of the Lodge and give directions to the Tyler.

THE TYLER.

SEC. 8.—The Tyler shall diligently watch the exterior of the Lodge; see that all candidates for admission are properly prepared; that all brethren register