

THE TREASURER.

§5.—The Treasurer shall receive all Monies of the Lodge, and pay out the same upon the Master's cheque, duly signed by the Master and Secretary. He shall keep a Book, in which his Receipts and Disbursements shall be regularly entered, so as to exhibit at one view the balance in his hands at every Regular Meeting; and should the balance at any time amount to more than One Hundred Dollars, he shall give special notice thereof to the Lodge. The account with the Grand Lodge shall be kept separate and distinct, and the Grand Lodge Dues handed by him to the Master for transmission to the Grand Secretary. His accounts and vouchers shall be annually submitted to the Audit Committee, at least one week previous to the Festival of St. John the Evangelist; and the balance in his hands shall be transferred to his successor in office on that day, unless the Lodge shall then otherwise direct.

THE SECRETARY.

§6.—The Secretary shall keep a faithful record of the proceedings of the Lodge, and preserve in proper order all papers and documents relating thereto. He shall keep a correct Register of the Members and their respective accounts with the Lodge. He shall sign all authorized Certificates, and affix the Lodge Seal thereto; issue all necessary Notices and Summonses for Meetings, &c., and countersign all Orders and Charges of the Master. He shall prepare all Returns required by the Grand Lodge, and notify the first-named Brother of every Committee of his appointment, the names of his associates, and the nature of their duties. He may receive monies for the Treasurer, transferring the amount to him without deduction, before the next Regular Meeting; and shall generally discharge all other duties appertaining to the office of Secretary.

THE DEACONS.

§7.—The Deacons shall attend the Master and Wardens, to assist in opening the Lodge at the time appointed, and in the ceremonies and preparation of Candidates, and otherwise as the Master and Wardens may direct.

THE DIRECTOR OF CEREMONIES.

§8.—The Director of Ceremonies shall see that the Lodge is properly prepared; that all Brethren appear in Lodge in the Clothing prescribed by the Book of Constitution; and, to the best of his ability, see that every Brother, when in Lodge, or at Refreshment, is placed according to his station.