

all papers and documents relating thereto. He shall keep a correct register of the members, shewing their names, ages, professions, dates of all initiations, passings, and raisings, and their respective accounts with the Lodge. He shall sign all authorized certificates and affix the lodge seal thereto ; issue all notices and summonses for meetings, and countersign all orders and cheques of the Master. He shall prepare all returns required by the Grand Lodge, keeping an account of all fees and dues received for and paid to Grand Lodge ; notify the members of every Committee of their appointment, and the nature of their duties ; receive all moneys paid by members or others to the Lodge, transferring the same to the Treasurer before the next regular meeting, and shall generally discharge all other duties appertaining to the office of Secretary. He shall submit all accounts, vouchers, etc., to the Audit Committee for examination, when called upon.

XI.—THE DEACONS.

The Deacons shall assist in opening the Lodge, and perform such other duties as the Master and Wardens may direct.

XII.—THE DIRECTOR OF CEREMONIES.

The D. of C. shall see that the Lodge is properly prepared ; that the brethren appear in the Lodge Room in their proper clothing ; that every brother, when in the Lodge Room, or at refreshments, or in procession, is placed according to his station. On all public occasions he shall act as Marshall.

XIII.—THE STEWARDS.

The Stewards shall, under the direction of the Junior Warden, assist in the arrangements for refreshments, and shall assist in the preparation of candidates.