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of his work, and of the condition of the Juvenile Temple under his charge, and perform such other duties as may be required of him, from time to time, by the Grand Superintendent of Juvenile Temples.

SEC. 5. *The Secretary.*—The Secretary shall keep a fair and impartial record of the proceedings of the Lodge, write communications, fill up certificates, give notice of meetings when ordered by the Chief Templar, and attest all monies ordered to be paid at a regular meeting, and no other. He shall make out, at the end of the term, for the Lodge, a full report of the proceedings during his term, and also the quarterly returns required by the Grand Lodge, and with the Chief Templar certificate thereto. He shall perform such other duties as may be required of him by the Lodge or his charge, and deliver up to his successor, within one week from expiration of his term, all books, papers, or other property in his possession, belonging to his office. He shall immediately notify all neighboring Lodges of the name, occupation and residence of every person rejected, expelled or suspended from any cause except non-payment of dues.

SEC. 6. *The Financial Secretary.*—The Financial Secretary shall keep just and true accounts between the Lodge and its members, credit the amount received and immediately pay the same over to the Treasurer, taking a receipt. On the evening of installation, he shall present to the Lodge a full report, and furnish the Secretary with the amount of receipts for initiation fees and dues during his term, and with any information connected with his office necessary to enable the Secretary to prepare correct returns for the Grand Lodge, and shall deliver to his successor all books, papers, and other property in his possession belonging to the Lodge. He shall perform such other duties as the Lodge or his charge may require of him.

SEC. 7. *The Treasurer.*—The Treasurer shall give a bond in such sum as the by laws of the Lodge may require, with such surety as may be approved by the Lodge, and shall pay all orders drawn on him by the Chief Templar, attested by the Secretary, and no other. He shall receive all moneys of the Lodge, and hold the same until the expiration of his term, unless otherwise ordered. He shall keep a full and correct account of moneys received and expended, and deliver up, when legally called upon, all books, moneys, papers, and other property of the Lodge, to his successor in office, or to whomsoever the