

(b) In order that there may at all times be a presiding officer of the Lodge resident in Halifax, the Deputy Master shall, whenever the Grand Master is not a resident of Halifax, be a resident of that City.

(c) Wherever in these by-laws the Master of the Lodge is referred to, it shall be taken to include the Deputy Master.

(3) The officers of this Lodge shall be elected annually at the regular June meeting in each year, and installed at the same meeting, but inasmuch as this is not a working Lodge, in a Masonic sense, the usual and customary installation ceremonies may be dispensed with and such other and special form of ceremony be held as the Lodge may decide, so long as the same is not contrary to or subversive of Masonry.

(4) It shall be the duty of the Secretary to make and keep an accurate record of the proceedings of every Lodge Meeting, transmit a copy of the same to the Grand Secretary, if required; keep true and correct accounts between the Lodge and the members, receive all moneys belonging to and due the Lodge, paying the same immediately to the Treasurer, taking his receipt therefor. He shall make out all documents, notify the members of all meetings, advise the Chairman of all committees, with the names of his associates; inform all persons of their election to the Lodge, and attest to all orders drawn on the Treasurer by vote of the Lodge, or by order of the Worshipful Master or Deputy Master. He shall also prepare the Annual Returns for Grand Lodge at the proper time, and at the expiration of his term of office, submit his report to the Lodge. It is also his duty, immediately after the installation of officers, to forward, under seal, to the banking institution in which the Lodge funds are deposited, the names of the newly installed Worshipful Master, Deputy Master, Wardens and Treasurer.

(5) The Seal of this Lodge shall be in charge of the Secretary and must be impressed on all official documents.

(6) It shall be the duty of the Treasurer to receive from the Secretary all moneys belonging to the Lodge, giving his receipt for the same; he shall pay all orders drawn on him by the Worshipful Master, or Deputy Master, and shall deposit in some chartered banking institution all money he may have in his hands over and above fifteen dollars, which deposit shall be made in the name of The Nova Scotia Lodge of Research, and shall be withdrawn only by cheque signed by the Treasurer and countersigned by the Worshipful Master or Deputy Master.