

having read the minutes of the previous regular meeting, those of any subsequent emergency are to be read for confirmation.

Secretaries of Lodges should also keep a rough minute book (and never on any account use slips of paper) to enter the proceedings of the Lodge as they occur, and afterwards fairly copy them in the regular minute book, to which he must attach his signature; and when they have been read and confirmed in open Lodge, the W. M. likewise signs them in the left-hand corner.

It is usual on the presentment of reports from committees, to move their reception, or their reception and adoption. If open to discussion or amendment, first move their reception and afterwards their adoption.

The Constitution declares twenty dollars (\$20) the lowest fee that can be charged for the Degrees of Freemasonry, which is to be paid previously to the candidate's initiation. This sum also includes the fee for registering the candidate's name in the books of the Grand Lodge, and a Grand Lodge Certificate.

The W. M. is responsible for the fees collected on behalf of the Grand Lodge, and it is his particular duty to see that the same are regularly forwarded with the returns.

In all cases, and under all circumstances, the Lodge must be opened in the First Degree, and in this degree all the ordinary business of the Lodge is to be transacted. If a candidate makes application for the Second Degree he must undergo an examination in open Lodge in the First Degree; he is then directed to retire. The Lodge is then opened in the Second Degree; and if it appear that the candidate has made suitable proficiency he may be passed. The same may be said with reference to a candidate for the Third Degree. The candidate is examined in a Lodge of Fellow Crafts, and directed to retire. The Lodge is then opened in the Third Degree. If the candidate is found worthy, he may be raised to the sublime Degree of Master Mason, and the lodges are then closed down, commencing with the *Third*, next the *Second*, and, lastly, the *First*.

Newly initiated candidates are required to sign the By-Laws on the night of initiation, as an evidence of their membership and willingness of obedience to same.

II. Certificate of Standing (when a brother has paid all dues.)

III. Certificate of Standing (when a brother is owing dues.)