

sanctioned by the Master; he shall keep books, in which his account of receipts and disbursements shall be regularly entered, so as to exhibit at one view, the balance in his hands; which books shall be open for the inspection of the members at every meeting of the Lodge. The accounts of the fund of benevolence, and the fund for the general purposes of the Lodge, shall be kept distinct from each other.

The accounts of the Treasurer and vouchers in support thereof shall be annually submitted to the permanent Committee, at least a week previous to the festival of St. John, the Evangelist; and the balance in his hands shall be paid over to the Treasurer-elect, at the meeting on that day or otherwise as the Lodge shall direct.

CHAPTER VI.

OF THE SECRETARY'S DUTY.

THE Secretary shall issue summonses to all the members of the Lodge, at least six days previous to each regular meeting, particularly noticing elections and initiations, new members to be admitted, by-laws to be altered or repealed, or new ones to be made; he shall make minutes of all matters which are regularly proposed and seconded in the Lodge, as well as of the initiation, passing, or raising of masons; and of all other things which the Master may order. He shall also keep a register of the members of the Lodge, shewing the dates of initiation, passing, and raising, or of joining; and a week before the quarterly dues become payable, he shall furnish the Treasurer with a list of the members, shewing the amount of dues owing by each.