

monies ordered to be paid at a regular meeting, and some other. He shall make out at the end of his term for the Division, a full report of the proceedings during his term; and also the Quarterly Returns to the Grand Division, which shall embrace the number of Members initiated, admitted by card, initiated by dispensation, suspended, reinstated, and who have withdrawn, during his term - together with the names and occupation of those suspended, expelled & ejected, with the dates, and causes of expulsion, the number who violate the Pledge, how many sign over, and how many violate it the second time, the number of deaths, and the whole number of actual contributing members - the amount of receipts for initiation fees and dues, with the percentage due to the Grand Division - the amount expended for benefits, with the amount on hand - And with the W. P. certify to the same. He shall perform such other duties as may be required of him by the Division or his charge, and deliver up to his successor, within one week from the expiration of his term, all books, papers, or other property in his possession belonging to his office.

Sec. 4. The A. R. S. shall be an aid to the R. S. under whose direction he shall act. He shall render such assistance to the R. S. in the performance of his duties as he or the Division may require of him.

Sec. 5. It shall be the duty of the T. S. to keep just and true accounts between the Division and the members; credit the amounts paid and pay the same over to the T. immediately, taking his receipt. He shall just previous to the close of his term, notify every member who is two months or more in arrears, of the amount due by him to the division, adding 12 1/2 cents to each notice. At the end of his term he shall make out for the Division a full report, and furnish the R. S. with the amount of receipts for initiation fees and dues during his term, with any other information connected with his office necessary to enable the R. S. to prepare correct returns for the Grand Division. He shall perform such other duties as the Division or his charge may require of him. He shall deliver up to his successor all matters appertaining to his office in his possession.

Sec. 6. It shall be the duty of the T. to pay all orders drawn on him by the W. P. attested by the R. S. and none others; he shall receive all monies of the Division, and hold the same until the expiration of his term, unless otherwise ordered by the Division. He shall keep a full and correct account of all monies received and expended. He shall give the Division a monthly statement of the funds, and deliver up when legally called upon all monies, books, papers, and other property of the Division to his successor in office, or to whom the Division may especially appoint. He shall perform such other duties as may be required of him by the Division or his charge.

Sec. 7. It shall be the duty of the C. to introduce for initiation persons who have been previously elected. He shall also introduce visitors and furnish them with suitable regalia. He shall, with the aid of the A. C., examine those present at the opening of the Division. He shall see that the Officer's regalia are in their proper places at the opening of the Division, and take charge of