

ARTICLE SEVENTEEN

DUTIES OF THE FINANCIAL SECRETARY

SECTION 1

It shall be the duties of the Financial Secretary of the Lodge to attend all sessions of the Lodge with books, papers, or writings which are under his/her control or in his/her custody necessary at such sessions; he shall receive and keep a proper account of all money of the Lodge, with the dates of their receipt, and deposit the same without delay to the credit of the lodge; in such bank or trust company as the Lodge may direct; keep a true and accurate account thereof; pay all bills for which a regular warrant has been drawn and signed by the President and the Recording Secretary, upon the order of the Lodge.

SECTION 2

The Financial Secretary shall submit to the Lodge Executive Board every month all of the books and vouchers of the Lodge for inspection.

SECTION 3

The Financial Secretary shall collect all fees, dues, and issue all dues cards; he shall also collect all money due the Lodge from whatever source derived, and deposit same as heretofore provided.

SECTION 4

The Financial Secretary shall prepare and read at each business session of the Lodge a statement of all financial transactions since the preceding session; he shall make a report in writing, to the Lodge at the regular meetings, of all money receiving by him and the specific sources and liabilities, and such time as the Lodge may direct or the Board of Trustee may request or desire.

SECTION 5

The Financial Secretary shall execute and file with the Trustees, an official surety bond (premium to be paid by the Lodge), from an acceptable Surety Company, as securities in an amount not less that \$2000.00 to be obtained immediately after being duly elected to office, the same to be approved by the Board of Trustees, at the commencement of each term of office, and to be renewed as to the amount of surety whenever required by the Lodge or Board of Trustees; conditioned that he will pay or deliver all the funds and property of the Lodge to his/her successor in office or on demand of the Lodge.

SECTION 6

The Financial Secretary shall receive for his or her services as Financial Secretary the sum of Two Hundred Dollars (\$200.00) per month, to be paid by the Lodge.