

nal affairs of the Institution; see that the laws are duly enforced; and give religious counsel and instruction to the inmates, as they have opportunity; and being held responsible for the discharge of those duties, no member nor officer shall interfere with the internal management of the Asylum, except in the discharge of their special duties, or otherwise through the Visitors, or at the meetings of Committee, or sub-Committee.

DUTIES OF THE RECORDING AND CORRESPONDING SECRETARY.—The Ladies' Secretary shall keep an accurate record of the proceedings of all meetings, giving the resolutions submitted in full, with the names of their movers and seconders; and shall conduct all correspondence under the direction of the Committee and Directresses. Notices of meetings shall be posted by the Secretary to each member of Committee, in all cases, two days before the meeting is held.

DUTIES OF CASH SECRETARY.—The Duty of the Cash Secretary shall be to keep a detailed account of receipts and expenditure, and of work done by the inmates. She shall receive the subscriptions, and make out the monied list of Subscriptions; and pay current expenses. A specified sum for disbursements shall periodically be drawn by her from the Treasurer, but only by vote of the Committee. The Directresses and Secretary shall see that the Books and documents necessary to an examination of the affairs of the Institution, be ready, periodically, to be laid before the Consulting Board at its regular quarterly meetings, and they shall submit then, or at other times, any business deemed necessary or desirable by the Committee to be brought under the notice of the Board.

ORDER OF MEETINGS.—The lady presiding shall, at all Meetings take the chair at ten minutes after the appointed hour; and after calling to order and prayer, shall request the Secretary to read the minutes of the previous meeting, and shall then submit briefly the various items of business for the day. These shall then be discussed separately in order, and all desultory conversation shall be reserved until business duties are fully discharged, and the meeting declared adjourned.

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