

Committee, she shall keep a list of the inmates, and, when absent, send her book for inspection.

4th.—The duty of the Secretary shall be to take minutes of and record the names of the members of the Committee present at each meeting, to read the reports of Committees and the minutes of the last meeting, and to prepare and read the annual report and correspondence.

5th.—The duty of the Assistant-Secretary shall be to notify all officers and members of the Committee of Management of their election, and members of sub-committees of their appointment, to answer all letters, and keep a list of members and their addresses.

Order of Business.

1st.—The meetings shall open and close with prayer.

2nd.—The meeting shall be called to order, after which no person to speak, except on the subject under discussion.

3rd.—Reading the minutes of last meeting.

4th.—Recording the names of the members of Committee present.

5th.—Reading correspondence.

6th.—Reading reports of Committees.

7th.—Resolutions, Propositions, Debates.

8th.—Reading minutes of the present meeting.

Ladies on Duty.

1st.—The four ladies on duty for the month shall arrange among themselves the division of their duties.

2nd.—One or more of them shall visit the rooms daily; see that order and cleanliness exist throughout the establishment, take note of and report, for the information of the acting Committee, any matters of interest or importance in connection with the affairs of the Association to which their attention has been directed during the week.