

*Advisory(?)*  
BY-LAWS OF THE ATHLETIC GOVERNING BOARD

Article 1 - Quorum.

A majority of the residents members of the Board shall constitute a quorum for the transaction of business.

Article 2 - Meetings.

Regular meetings of the Governing Board shall be held on the during the college year. Special meetings may be called at any time by the President or by the Secretary, upon written request of five members. Notice of regular and special meetings shall be mailed to each member by the Secretary.

Article 3 - Officers.

Sec. 1. The officers of the Governing Board shall be a President, a Vice-President, a Secretary and a Controller, who shall be chosen annually at the meeting of the Governing Board in October and shall perform the usual duties of such officers.

Sec. 2. The Secretary shall have charge of all funds of the Association and keep a separate account of the fund set aside for each branch of athletics and of the money earned by it, and shall make a report to the Governing Board upon request. He shall pay all bills by cheque upon their being audited by the proper person or persons designated by the Governing Board for that purpose.

Article 4 - Graduate Manager.

The Athletic Governing Board may employ and fix the salary of a Manager who shall be a graduate of McGill University.

Article 5 - Duties of Graduate Manager.

Sec. 1. He shall be Secretary of the Governing Board and shall perform the usual duties of a Secretary.

Sec. 2. He shall be a member of all Committees with right to vote in Committees.

Sec. 3. He shall be general manager of all branches of athletics under the direction of the Governing Board.

Sec. 4. He shall have general supervision of the finances of the Governing Board; shall issue orders for all purchases of the Board; shall sign all vouchers for the payment of money and present same to Controller for audit before payment; shall have entire control and management of all athletic equipment; shall have entire charge and management of the office of the Board; shall have entire control of all arrangements for athletic contests; shall at the beginning of each fiscal year prepare and submit to the Board a budget of outlays for the ensuing season; shall keep all record of all meetings, contracts, purchases, outlays, and receipts from games or otherwise with vouchers therefor, and any and all original documents, correspondence and papers.