

ing of the Board. He shall file at the Institution all letters received by him or the Board, and copies of all letters written by him, and keep the same under his charge for the exclusive use of the Board.

#### VIII.—DUTIES OF RECORDING SECRETARY.

The Recording Secretary shall keep a record of the proceedings of the Board, and enter the same in a book of Minutes; shall prepare and issue all notices required in conducting the business of the Institution; and communicate all resolutions of the Board to the Committee or officer affected thereby.

He shall have the custody of the seal, and use the same only as directed by the Board of Managers.

He shall see that all bye-laws of the Institution are properly recorded in a book kept for that purpose; shall file at the Institution all reports and papers submitted to the Board or placed in his custody, and safely keep the same for the exclusive use of the Board.

Whenever the Secretary is mentioned in any bye-law, resolution or other proceeding, it shall mean the Recording Secretary.

In his absence the Manager shall appoint one of their number to act *pro tempore*.

#### IX.—ADMISSION OF PUPILS.

##### (1) *General terms.*—

Young blind persons of good moral character between the ages of eight and eighteen, may be admitted to the Institution by paying one hundred and twenty dollars per annum, the payments to be made by half-yearly instalments in advance. This sum shall cover all the expenses of board, washing, tuition and medical attendance. The pupils must furnish their own clothing, and pay their own fares to and from the Institution.

Their friends may visit them at reasonable times under the regulations of the Board.

##### (2) *Special cases.*—

The Board of Managers may receive special applications for the admission of pupils who are in indigent circumstances, and grant or refuse the same from time to time, as in their judgment may be consistent with the state of the funds of the Institution.

##### (3) *Day Scholars.*—

The Board may, at their discretion, receive day scholars upon such terms and conditions as they may prescribe.

##### (4) *Forms, &c.*—

Applications for admission must be addressed to the Recording Secretary, at the Asylum, and made upon the forms and in accordance with the directions prescribed by the Board.