

12. No member shall be put on trial, unless charges in writing duly specifying his alleged offence shall first be submitted to the Council.

13. The Council shall, with as little delay as possible, summon the parties and examine and determine the matter in question, according to the evidence given.

14. If the Council prefer that the offence should be dealt with by the Institute they shall so report at a monthly or the annual meeting, or at a special general meeting, which shall have power by a majority vote to suspend or expel the offender.

ELECTIONS.

15. All elections shall be by ballot.

DUTY OF PRESIDENT, ETC.

16. The duty of the President shall be to preside and preserve order at all meetings of the Institute and Council, and in his absence a Vice-President shall exercise the office of President. In the absence of the President and both Vice-Presidents, a Chairman, who for the time being shall be invested with the powers of the President, shall be elected by a majority of those present, entitled to vote and voting. All cheques shall be countersigned by the President or a Vice-President.

SECRETARY-TREASURER.

17. The Council shall, at its first meeting, or as soon after as may be found convenient, appoint a Secretary-Treasurer, who shall conduct the correspondence of the Institute and Council; notify members of the Institute and Council of the holding of all meetings; record the proceedings thereof; keep separate registers of the fellows and members, with their addresses; see that the applications for admission and the recommendations accompanying the same, are in the form above prescribed; that all required notices are duly sent to the members of the Institute and of the Council; receive all entrance fees, subscriptions and moneys accruing to the Institute; disburse and dispose of the same as the Council may