

(c) The Corresponding Secretary shall attend to the correspondence of the Union. One month before the Annual Meeting she shall send blank forms to the Local Corresponding Secretary of each Union for their report, from which she shall prepare her report for County or District Unions and Provincial Corresponding Secretary.

At the close of the Annual Meeting she shall provide a printed or written directory of each County or District and Local Union officer and Superintendent.

A copy of this directory shall be sent to each Provincial, County or District and Local President and Corresponding Secretary and Superintendent. She shall notify County or District Superintendents and Committees of their appointment.

(d) The Recording Secretary shall keep a record of proceedings of County or District Unions. She shall also be Secretary of the Executive Committee, and shall send to each member of the Committee notice of its meetings.

At the first session of each Annual Meeting she shall read the minutes of each session of Executive Committee since the last Annual Meeting. She shall perform all other duties usual to the office.

(e) The Treasurer shall keep accurate accounts of all receipts and disbursements of money, and present a detailed account thereof at each Annual Meeting.

She shall not pay any bills except on receipt of written order from President and Recording Secretary.

She shall collect all unpaid *county or district affiliation fees* before Annual Meeting, and endeavor to secure contributions for County or District Union work. She shall also forward to the Provincial Treasurer the half-yearly provincial affiliation fees received from Local Unions.

(f) Superintendents of Departments shall avail themselves of all opportunities for the furtherance of practical work in their Departments, and shall make known the same to Local Union Superintendents, from whom they should secure, as far as possible, returns for County or District Union reports. These in turn shall be given to Provincial Superintendents, from which they may make up complete reports for Provincial Union. The County or District and Local Superintendents of any Department shall form a Committee to carry on its work when united action is essential.

(g) The Executive Committee shall appoint Superintendents of Departments and special committees.

(h) The expenses of the five General Officers in travelling to and from meetings of the Union—also for postage, stationery, and President's expenses in visiting Local Unions, shall be paid from the funds of County or District Union.

(i) This Constitution may be altered or amended by a two-thirds vote at any Annual Meeting of the Provincial Union, notice having been given in writing of such change at the previous Annual Meeting of the Provincial Union by the Recording Secretary of the County or District Union.

## LOCAL CONSTITUTION.

### ARTICLE I.

*Name*—This organization shall be known as the Woman's Christian Temperance Union of—Auxiliary to the Ontario Provincial W. C. T. U.