

President in preserving order during the meetings, and will take place of the President during his absence.

#### SECRETARY-TREASURER.

ARTICLE 12.—The Secretary-Treasurer shall attend all Committee meetings, issue summonses to members to attend summoned meetings, the same to be delivered in time. He shall keep a nominal roll of the Veterans in a book for that purpose showing the names in full, age, corps served in, date of initiation, address, etc., of each member. He shall enter the name and address of every member enrolled in a book, to be in the custody of the President, to be named "The President's Roll Book." He shall keep the minutes of all meetings in a minute book for that purpose; he shall be the custodian of the seal of the Veterans. He shall take charge of so much of the funds of the Veterans as may be necessary for immediate use; but, previous to taking upon himself the duties of his office, he shall give security to the Trustees by himself and one or more securities if required to do so. He shall keep a correct account at each time of auditing the accounts, attend upon the Auditors to explain such matters as may require respecting the accounts; he shall prepare the half-yearly balance sheet and annual return of the receipts and expenditure, producing vouchers for any expenditure. He shall sign each members contribution card. He shall pay all demands when ordered by the Veterans. He shall not pay any bill or account, or any money, or give up any goods or property in his charge to any person without first receiving authority of the Veterans,