

Article VI.—Office and Duties of Secretary.

(1) It shall be the duty of the Secretary to keep a true record of the proceedings of all meetings of the Club, with the names of the members present thereat, in a book provided for that purpose.

(2) To keep a correct roll of all members.

(3) To notify every member elect of his election, and upon his becoming a member to furnish him with a copy of the constitution and by-laws of the Club.

(4) To notify each member of every special, general and adjourned meeting, and such notification shall be sufficiently given, by posting a notice to that effect, stating the object of such meeting, at the Club's headquarters for the meeting, at least four days prior thereto.

(5) To file all documents, records, reports, and communications connected with the business of the Club.

(6) To pay over all moneys collected by him to the Treasurer, and take his receipt therefor.

(7) To keep a correct list of the name, measurement, ownership, rig, and builder of each yacht enrolled in the squadron, and also a record of the races.

(8) In the case of inability to attend any meeting, he shall cause the books and papers to be conveyed to the place of meeting.

(9) He shall be ex-officio secretary to the committee.

Article VII.—Office and Duties of Treasurer.

(1) It shall be the duty of the Treasurer to collect all dues and assessments, receive all moneys collected by