

All bills paid by him (except those for fixed charges for which a standing order may from time to time be given by the Council) must be initialed by the Recording Secretary and the officer presiding at the meeting at which they are passed.

He shall, at a meeting of the Council, previous to the Annual meeting, present general statements of the financial transactions and standing of the Society, which statements, together with the books, bonds and other securities, shall previous to such meeting, be laid before the auditors for their inspection and audit.

The Treasurer's books shall, at all reasonable times, be open to the inspection of the Council, or any member or members thereof.

ARTICLE VIII.

THE CORRESPONDING SECRETARY.

The duty of the Corresponding Secretary shall be to conduct the correspondence of the Society with other learned societies, or members thereof, also with contributors of articles and manuscript papers, and all correspondence in connection with the scientific and educational work of the Society.

ARTICLE IX.

THE RECORDING SECRETARY.

(1). The duty of the Recording Secretary shall be to attend the meetings of the Society and of the Council; to take minutes of all their proceedings, and to enter them in the proper books; to read the minutes of the preceding meeting, and have them signed by the chairman; to record donations made to the Society; to give notice of any candidate proposed for admission, or to be ballotted for, and to read letters and papers addressed to the Society, in the order of time in which they were received, unless the Council shall otherwise determine.

Also, to keep a list of the members of the Society, and an