

with the Society. But not a less sum than fifty dollars shall be deposited at any one time ; and when the sum in the hands of the Treasurer does not amount to fifty dollars over one hundred dollars, which he is authorised to retain in his hands for casual expenses or relief, then, in such case, he shall make up the deficiency out of the \$100, and make a deposit as above provided. The Treasurer shall also be the custodian of all books, vouchers, and documents appertaining to his office, which he shall carefully preserve. He shall keep an account of all receipts and disbursements of the Society, in detail, in a Cash-book for that purpose. He shall also prepare at each quarterly meeting an abstract from the Cash-book of the receipts and disbursements of the Society for the preceding quarter, and at each annual meeting in January an abstract of the receipts and disbursements of the Society from the 1st January to the 31st December in the preceding year, both days inclusive ; giving the several sources whence moneys have been received, and the several heads under which disbursements have been made ; together with a detailed statement of the assets and liabilities of the Society, under the several heads, on the last above-mentioned date. These several statements to be attested by a majority of the Finance Committee. The Treasurer shall pay all accounts due by the Society, and the drafts of the Charitable Committee, not exceeding \$20 to one person or family within one year, unless by special authorization signed by all the members of the Charitable Committee and the President. (See also 2nd Section of Act of Incorporation.)

4th. The Secretary shall enter in a Register or Minute Book all the proceedings, orders, rules, bye-laws, or regulations of the Society. He shall keep and enter in a book an alphabetical record of the names of all the members, the date of their admission, places of birth, amount of subscription in each year, if any shall have ceased to be members, the date thereof, and the cause. The Secretary shall also prepare a report of the proceedings of the Society during the preceding year, ended on the 31st December, stating the number of new members admitted. The Secretary shall also duly notify, by circular or otherwise, as may from time to time be agreed upon, the members of the Board and of the Society of their respective meetings, and all members and officers of their election or appointment. The Assistant Secretary shall aid the Secretary in the discharge of his duties, and supply his place when absent. He shall also