

ARTICLE V.

SECTION 1.—DUTIES OF OFFICERS.

President.—The principal duties of this office shall be to open the meeting at the time to which the assembly is adjourned, by taking the chair and calling the meeting to order, announcing the business before the assembly in the order which it is to be acted upon. To put to vote all questions which are regularly moved, or necessarily arise in the course of proceedings, and to announce the result. To attest by her signature all acts, orders and proceedings of the assembly.

SECTION 2.

Vice-President.—The Vice-Presidents of a Union shall, in their turn, perform the duties of the President when she is necessarily absent. They should likewise endeavour to forward the interests of the Union in the several churches to which they belong.

SECTION 3.

Recording Secretary.—It shall be the duty of this officer to keep a record of the proceedings of the Union. To call the roll of members if ordered. To read all papers which may be ordered read. To notify committees of their appointment and of business referred to them. To take charge of all papers and documents belonging to the Union, and to present a report at the annual meeting of the Union, having first submitted the same to the Executive Committee.

SECTION 4.

Corresponding Secretary.—It shall be the duty of the Corresponding Secretary to conduct all the correspondence of the Union, and report to the Corresponding Secretary of the Provincial Union annually, on receipt of blank forms, giving such items of general interest as shall enable said Secretary to judge correctly of the condition of the Union.

SECTION 5.

Treasurer.—It shall be the duty of the Treasurer to collect all dues, keep all money subject to order, and to forward one-half of membership fees annually to the Provincial Treasurer. To keep an exact book account of all moneys received, and to make a quarterly report to the Union if desired. To pay no money except by order of the Union. She shall pay no bills unless by an order signed by the President and Recording Secretary.

BY-LAWS.

SECTION 1.

All meetings of the Union shall be opened by reading of Scripture and prayer.

SECTION 2.

Meetings of Executive shall be held as often as required.

SECTION 3.

The order of business may be modified or suspended by a majority vote of the members present.