

Section 2. The Secretary-treasurer shall keep an accurate record of (a) all meetings, proceedings, transactions and affairs of the Association (including those of the Council and of any special committees); (b) the names of all Clubs belonging to the Association, with the date of formation, names of officers and delegates, and of registered playing members (with particulars of their respective registration) and the postal address of the Secretary of each Club; (c) all decisions, awards and rulings in respect of protests, complaints, appeals and similar matters, and (d) the results (with prescribed details) of all matches and competitions played or held under the auspices of the Association. He shall conduct all correspondence of the Association; notify the officers of the Association of their election; attend, as far as possible, all meetings of the Association and of the Council, and of any special committees; send notices of all such meetings to the persons entitled to receive the same; draft annually not later than the 31st of March the Annual Report; and generally discharge, under the direction of the Council or of the President, such other duties as usually appertain to the office of Secretary, as well as such duties as are specifically indicated in other parts of the Constitution and Rules. He shall also receive and issue proper receipts for all fees, subscriptions and other moneys payable or donated to the Association, and deposit all such moneys as soon as possible after the receipt thereof to the credit of the Association in a proper banking account (approved, from time to time, by the Council). He shall disburse the funds or moneys of the Association as and when duly authorized so to do by the Council, to whom he shall from time to time as required, produce the bank pass book, and submit a correct report of the monetary affairs of the Association and of the financial standing of the respective affiliated Clubs in relation to the Association. He shall keep a correct account of all moneys received and disbursed by him, and shall annually, not later than 31st March, prepare the Annual Balance Sheet.