

## II.—DUTIES OF OFFICERS.

1. The President, or, in her absence, one of the elected Vice-Presidents, shall preside at all meetings of the Local Council and its Executive. She shall take a general supervision of all its work.

2. One of the elected Vice-Presidents of the Local Council shall act in the absence of the President, or the Executive may appoint an Acting President.

3. The Recording Secretary shall keep a correct record of all meetings and of all motions and resolutions, shall prepare an order of business for each meeting and attend to all printing. She shall also present a full report of the year's proceedings at the Annual Meeting.

4. The Corresponding Secretary shall have charge of all correspondence, read the roll call, and keep a correct list of all affiliated societies and their authorized representatives.

5. The Treasurer shall receive, collect and hold all moneys of the Council, disbursing the same by order of the President. She shall pay out all accounts by means of cheques, and shall have her books audited by an auditor appointed by the Council, before presenting her Annual Report. All subscriptions and fees shall be acknowledged by official receipt, signed by the Treasurer.

## III.—ELECTION OF OFFICERS.

1. Nomination papers for the officers of the Local Council shall be sent out by the Executive to each affiliated society and institution two months before the Annual Meeting and shall be returned by them within three weeks after receipt to the Corresponding Secretary, filled in in accordance with the instructions of each affiliated society or institution.

2. The ballot papers for the election of the general officers shall be supplied to each member of the Council by the returning officers. The voters shall be required to mark their papers and hand them to the returning officers. No member of the Council shall receive a second ballot paper, except from the returning officers in exchange for the one previously given.

3. In the case of the resignation or death of an officer during her term of office, a successor shall be elected by the Executive to serve during the remainder of such term.