

## By-Laws

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1. The President shall be, *ex-officio*, chairman of all meetings, ordinary and special, when he is present.
2. In the absence of the President, the Vice-President shall preside, but in the absence of both, then the chairman of the Committee or other member of the Association as shall then be nominated by the members present, may preside, and said chairman shall, for the time, be clothed with all the powers of the chairman.
3. In case of two members rising at the same time to address the meeting, the presiding chairman shall decide who has the floor.
4. Any member addressing the meeting shall do so through the presiding chairman, and shall not occupy the floor more than fifteen minutes without permission.
5. At all meetings the chair is to be taken punctually at the hour appointed, and in case thirty minutes elapse without a quorum, the meeting may stand adjourned until such time as the members may name and appoint.
6. It will be the duty of the Secretary to keep the minutes of all meetings of the Association and read them at the next meeting, in order to their correction and confirmation; to conduct all the correspondence of the Association. It will also be the duty of the Secretary to make a full annual report, at the regular or adjourned annual meeting, of the proceedings of the Association for the preceding year.
7. The Treasurer shall take charge of all funds and keep a correct account of the same, disbursing them under the direction of the Association, being prepared at any regular meeting with a statement of the finances and making an annual report at the regular or adjourned annual meeting.