

ARTICLE VI.—DUTIES OF A SUPERINTENDENT :

SEC. 1. She shall divide the Division into Districts, and if possible obtain one Presiding Lady for each District.

SEC. 2.—She shall secure a room for the Depository, and see that it is properly supplied with such things as are necessary for the relief of the needy.

SEC. 3.—She shall attend each week at the Depository when it is open, and superintend the relief there given.

SEC. 4.—She shall, whenever practicable, require each applicant to undertake some work from the Industrial Room.

SEC. 5.—She shall run only monthly bills, these she shall check over, certify to their correctness by her signature, and hand them to the Treasurer before the ensuing monthly meeting. All payments for rent must be paid directly to the landlord, and these and all other receipts must be returned to the Treasurer without delay. She shall not overdraw her appropriation without the sanction of the Board.

SEC. 6.—She shall receive reports of their Districts from her Presiding Ladies, and make a synopsis of these, with a list of those found undeserving, for the monthly meeting of the Board of Managers.

SEC. 7.—She shall arrange for a sufficient number of collectors in the Division, and see that the collecting is done *systematically and promptly*.

ARTICLE VII.—DUTIES OF A SECRETARY OF A DIVISION :

SEC. 1.—She shall attend at the Depository weekly, see that the books of registration there are properly kept, and take notes of any orders sent in by Presiding Ladies since last meeting. She shall also keep a list of the names and addresses of those out of work, and of the kind of work they can do.

SEC. 2.—She shall render to the Superintendent a monthly account of goods received and distributed, with remarks as to character of recipients, etc.

ARTICLE VIII.—DUTIES OF A PRESIDING LADY :

SEC. 1.—She shall thoroughly investigate all cases of distress in her District, and report them to the Superintendent. None but those visited shall receive systematic aid.

SEC. 2.—She shall collect, or provide a collector, in the District assigned to her, and render to the Superintendent the moneys collected, with a list, prepared for the printer, of donations and subscriptions. Contributions from "Friends" and amounts under 25c. being added together as "Friends" and "small sums." In collecting, each person subscribing 25c. or over, should be furnished with a report.

ARTICLE IX.—Appropriations shall be made by the Board of Management to each Division in proportion to the number reported as requiring relief.

ARTICLE X.—Care shall be taken to find out whether applicants for relief are receiving aid from any other sources, and no one receiving aid from this Society shall be permitted to beg from door to door.

ARTICLE XI.—As it shall be the object of this Society to dispense charity on the same basis throughout the city, *delicacies* shall not be given from the funds collected, except in cases of sickness, which must be specially reported; also the Society shall, as far as possible, avoid undertaking maintenance of applicants, seeking rather to obtain permanent assistance for those needing it, among the charitable institutions of the city.