

(b) To prepare and lay before the Superintendent or Association, weekly, quarterly or annual statements, as may be required, with regard to attendances, withdrawals, recitations, etc.

(c) To produce, when required by the Association, all minutes, documents, etc., that may be in his possession.

(d) To order, receive and distribute promptly under instructions from the Association, supplies of helps, class books, hymn books, etc.

(e) To act as usher at opening and closing of school and at other meetings when necessary.

(f) It shall be one of the special duties of the Secretary in case of his being unable to be present at any meeting, to notify the Assistant Secretary to attend, and to hand to him the minute book and such other books, statements or papers, as may be required by the special circumstances of the meeting.

7. Assistant Secretary. It shall be the duty of the Assistant Secretary to assist in all the responsibilities and work of the Secretary, and, in his absence, to discharge his duties.

8. The Treasurer. (a) It shall be the duty of the Treasurer to take charge and keep separate and regular accounts of collections, contributions, offerings and special funds given or raised by or in behalf of the School or any of its schemes or departments or of the Association, also of expenditures.

(b) To prepare and lay before the Superintendent, Auditors or Association, weekly, monthly, quarterly and annual statements, as may be required with regard to financial matters.

(c) To expend money only on the order of the Association or of the person authorized by it to order payment.

(d) To produce when required by the Association all accounts, vouchers, bank books, etc., that may be in his possession.

(e) It shall be one of the special duties of the Treasurer in case of his necessary absence from a prospective meeting at which financial interest may require his services, to notify the Assistant Treasurer and hand to him the accounts, books, documents which may be needed at such meeting.

9. Assistant Treasurer. It shall be the duty of the Assistant Treasurer to assist in all the work and responsibilities of the Treasurer, and, in his absence, to discharge his duties.

10. Librarian. (a) It shall be the duty of the Librarian to purchase and have in his keeping in suitable cases (provided by the Association) and to circulate such books as the Association or its authorized representatives may direct.

(b) To prepare and have printed from time to time, as may be required by the Association, catalogues of the library, for the use of the school and others in the congregation.

(c) To report annually, or oftener as may be required by the Association, the number of books in the library, their condition, the number circulated, and necessary changes in the mode of circulating, character and supply of books.

11. The Assistant Librarian (a) shall aid the Librarian in all responsibilities and work; and in his absence discharge his duties.

(b) It shall be the duty of both to act as ushers and orderlies when necessary.

12. Leaders of singing. (a) There shall be a Precentor and Organist, whose duty it shall be to do all in their power to render the service of praise in the school efficient and profitable.

13. Absentee Officers (being members or adherents of the Presbyterian Church) may be appointed, whose duty it shall be to ascertain, without loss of time, the cause of absence of scholars whose name and residence the teachers shall hand to the Secretary immediately after the opening of the school each Sabbath.

14. Recruiting Officers (being members or adherents of the Presbyterian Church) may be appointed, whose duty it shall be, in addition to what can be done by teachers and other officers, to canvas all allotted districts and incomers for the purpose of bringing into the membership of the school all who are not identified with any other.

15. Two Auditors shall be appointed annually, or as occasion may require, whose duty it shall be to examine and report on the condition of all books, accounts, vouchers, etc., connected with the income and expenditure of the School or Association.

VI.

Alterations in this Constitution may be made at the Annual Meeting, or any regular meeting, by a majority of the Association, provided notice of proposed change shall have been given by any two members, in writing, to the Superintendent, and read by him at the last preceding meeting, and also at the last preceding regular session of the school.

In cases where neither the Honorary Superintendent, the Superintendent, or Assistant Superintendent are present at a meeting of the Association, then the meeting shall appoint its own Chairman *pro tem*. In the ordinary manner.

And in cases where neither the Secretary or the Assistant Secretary is present at a meeting of the Association, then the meeting shall appoint its own Secretary *pro tem*.

Weekly Meetings shall be held on such day of each week and at such hour as may be decided upon except as hereinafter provided.

Quarterly Meetings shall be held instead of the weekly meeting on the last weeks of March, June, September and December, and the last Quarterly Meeting of the year shall be the Annual Meeting of the Association, unless the Association change the time of meeting.