

V.—DUTIES OF OFFICERS.

Duties of Chairman.

The Chairman shall preside at all meetings of the Section, and at all meetings of the Executive of the Section, and shall perform such other duties as by custom devolve upon a presiding officer. In the absence of the Chairman, a *pro tempore* chairman may be appointed on nomination, the Secretary-Treasurer putting the question.

Duties of Secretary-Treasurer.

The Secretary-Treasurer shall keep a full and correct record of the proceedings of the Section; shall give a copy of the Section minutes to the Secretary of the General Association; shall conduct such correspondence as the Section Executive may assign; shall receive from members their annual fee, and shall pay over to the Treasurer of the General Association all money received; and shall give to the Chairman of the Section, whenever required to do so, a list of names of members qualified to vote and hold office.

Duties of the Directors.

The Chairman, the Secretary-Treasurer, and the five Directors shall constitute the Executive Committee of the Section. The members of the Executive Committee of the Section are members of the General Executive Committee. The Executive of the Section shall have power to fill all vacancies occurring in the interim between the annual meetings. This Committee shall have charge of the general interests of the Section; shall arrange the programme for the annual meetings; and shall do everything possible to advance the interests of the Section.

The Legislative Committee.

The Legislative Committee of the Section shall represent the Section in all matters pertaining to educational legislation.

VI.—AMENDMENTS TO CONSTITUTION AND BY-LAWS.

Amendments to the Constitution and By-Laws may be made at any regular meeting by a two-thirds vote, provided notice of the proposed amendment or amendments has been given at the previous meeting.

VII.—RULES OF ORDER.

The Rules of Order of the General Association shall be the Rules of Order of the High School Section.