

ARTICLE XII.—TREASURER.

The treasurer shall receive all monies belonging to the society and disburse the same only on the order of the Executive Council attested by the Recording Secretary. He shall keep a true account of his receipts and payments and report the same in full to the society at its annual meeting. He shall also report to the Executive Council quarterly at its meetings in April, July and October the amount of receipts and payments and the balance then on hand.

ARTICLE XIII.—THE LIBRARIAN.

The Librarian, who shall be elected by the Executive Council, shall have charge and superintendence of the library and museum of the society and the care and arrangement of the books, manuscripts, maps, paintings, &c., belonging to the same. He shall properly preserve, arrange and keep them in good order. He shall prepare and keep a proper catalogue and list of the same. He shall keep a book in which shall be recorded all donations to the society of whatever nature with the name of the donor and date of presentation, and shall acknowledge the receipt thereof, and also carefully label such donations with the title of the society and the name of the donor. He shall under no circumstances permit any book, MSS., document or anything belonging to the society to be removed from the rooms unless permission has been granted by the Executive Council. At each monthly meeting of the Executive Council he shall report the donations received since last meeting, and at each annual meeting he shall make a full report on the condition and progress of the library and museum.