

HOUSE RULES AND REGULATIONS

(Made by the Directors under Article 27 of the By-laws.)

1. There shall be a House Committee who shall consist of five members to be chosen from and by the Board of Directors.
2. The House Committee shall choose at its first meeting, from amongst its members, a Chairman, a Vice-Chairman and a Secretary.
3. The House Committee shall hold its meetings at Kamloops (or its vicinity at their option) at least once in every month, or more frequently if they so desire.
4. The Secretary of the House Committee shall keep a record of its proceedings and furnish a copy thereof to the Board of Directors, at Vancouver, as soon after the meeting has been held as may be practicable.
5. The House Committee shall have general charge of the business of the Sanatorium and the Farm at Tranquille.
6. The Medical Superintendent shall consult the House Committee in all matters pertaining to the internal economy of the institution and its surroundings.
7. The Farm Superintendent shall consult the House Committee in all matters pertaining to the Farm.
8. The House Committee shall supervise all contracts for supplies, and if they so decide all requisitions for supplies shall be submitted to them for approval before any purchases are made.
9. No expenditure on Capital Account beyond the sum of One hundred dollars (\$100) shall be permitted without first submitting the matter to the Board of Directors and obtaining their approval.
10. All vouchers and accounts of every description incurred at the Sanatorium shall be submitted to the House Committee for approval, and the date of the meeting of the House Committee at which they are approved shall be stamped upon them by a rubber stamp made for the purpose, and initialled by the Chairman of the meeting, before being forwarded to the Honorary Secretary at Vancouver for payment.
11. The House Committee shall cause to be prepared as early as practicable after the close of each month a statistical report of the operation of the Sanatorium during the month, and forward same to the Honorary Secretary at Vancouver.
12. The House Committee shall cause to be prepared a statement of the operation of the Farm after the close of every three months, showing all expenditures on account of same in detail, and the trading which has resulted from the farming operations, including also an inventory of all stock and supplies on hand, et cetera, with a sufficient explanation of any radical changes which have taken place since the previous report; such statement shall be forwarded as soon as practicable to the Honorary Secretary at Vancouver.
13. The House Committee shall have authority to act in all cases of emergency without first consulting the Board of Directors at Vancouver, but shall report to the Honorary Secretary full particulars of their actions as early as practicable.