

## BY-LAWS.

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### I.—ORDER OF BUSINESS.

1. Reading of minutes of previous meeting.
2. Reading correspondence and accounts.
3. Reports.
4. Unfinished business.
5. Nomination of Officers (if at the General Annual Meeting).
6. New business.
7. Adjournment.

II.—All motions must be in writing, and shall contain the names of the mover and seconder, and must be read by the Chair before being discussed.

III.—Reports of Committees must be in writing, signed by the Chairman thereof.

IV.—No Member shall speak on any subject more than once, except the introducer of the subject, who shall be entitled to reply; every Member, however, shall have the right to explain himself, subject to the discretion of the Chair.

V.—When a motion has been finally put to the meeting by the Chairman all discussion thereon shall be closed.

VI.—The Chairman shall appoint two Scrutineers when a ballot is taken.

VII.—Every Member while speaking shall address the Chair.

VIII.—Parliamentary rules to govern in all cases not provided for in preceding sections.

### DUTIES OF OFFICERS.

1. The President shall preside at all meetings at which he is present; in his absence the Vice-President; and in the absence of both the meeting shall appoint a Chairman.

2. The Presiding Officer shall only have the casting vote, but not a deliberative one.

3. The Secretary-Treasurer shall keep an accurate record of all meetings, conduct all correspondence, announce all meetings, receive all fees and subscriptions and other moneys, pay no bills unless sanctioned by the Executive Committee and signed by their Chairman, make an annual report of all his receipts and disbursements, and shall perform such other duties as may from time to time be assigned him by the Executive Committee.