

3 No complaint or appeal will be received unless sent to the Secretary of the Association in writing, within one week from the date on which occurred the matter of said complaint or appeal; and no complaint or appeal shall be decided until all parties thereto shall have been given an opportunity to state their case; and any party failing or neglecting to show cause within one week after being notified to do so by the Committee, shall thereby be held to have departed from their claim, and to have forfeited all right to any further hearing.

4. At the annual meetings of the Representative Committee, the order of business shall be as follows, viz :

- I. Examining credentials of representatives present.
- II Reading and considering minutes of previous meeting
- III. Correspondence.
- IV. Admission of new clubs
- V. Reports of competitions for Association prizes
- VI. Reports of Standing Committees.
- VII. Reports of Special Committees.
- VIII. Election of office-bearers, and appointment of committees.
- IX. General business.
- X. Distribution of prizes.

At other meetings no business shall be transacted other than that for which the meeting was convened, and which had been clearly set forth in the circular calling the meeting. The President, the Secretary, or any five members of the Executive Committee, may convene a special meeting of the Representative Committee at any time.