

delegation spends two days at one place, that point only shall be visited. The Government will defray the cost of sending these delegates, but officers and members of institutes are expected to lighten as far as possible the expenses of delegates while in their district.

34. Should any institute require a speaker or speakers at any other period during the year to assist in holding supplementary meetings, application for assistance shall be made to the superintendent at the time of reporting the annual meeting. The department will pay for the services of such supplementary speaker or speakers for four days in each year for each institute district, but the institute requiring the services of said speaker or speakers shall pay all legitimate expenses from the time said person or persons leave home until they return thereto. When a delegate or delegates address meetings in more than one district, the expenses will be equitably divided between said institutes and collected from the institute or deducted from their grant.

35. If an institute decides to hold supplementary meetings other than those asked for at the time of reporting the annual meeting, or for more than four days during one year, said institute shall pay all expenses and wages. This clause shall not apply to the annual meeting.

QUORUM.

71. At all meetings of the institute or of the officers, if duly advertised as set forth in these rules, ten members shall form a quorum to do business at an annual or other general meeting.

EXPENDITURE OF INSTITUTE FUNDS.

70. All money received, whether as members' fees, legislative grant, grant from the county councils or from municipalities, or otherwise, shall be spent within the district in which the institute operates: (1) To defray actual expenses of meetings such as are heretofore described. (2) To employ suitable persons to address said meetings. (3) To assist in circulating agricultural, horticultural, live stock, and dairy literature or periodicals among the members, or to establish a circulating agricultural library for the use of members. (4) To remunerate the secretary and others for services rendered. (5) To make an annual grant (not exceeding ten dollars) to the woman's institute in the district.

EXPLANATION.

See Clause 30. The four meetings referred to in Clause 30 may include the regular and supplementary meetings of the institute, picnics, if addresses on agricultural subjects are given, or if the point visited is one of agricultural interest, such as an experimental station, a noted farm, etc., also official meetings called to meet the Superintendent. A meeting continuing

two days may be counted as two meetings."

MEMBERSHIP.

The regular and supplementary meetings held during the past season have been very successful. As an evidence of the increasing interest taken in the work of the Farmers' Institutes, the memberships for the past and present years are given:

December 31st, 1895.....	11,020
June 30th, 1896.....	12,384
May 1st, 1897.....	14,228
May 10th, 1898.....	15,507
April 25th, 1899.....	15,627

N.B.—The number of the membership of each institute will be published in the GAZETTE on May 9th.

The success of each institute during the coming year will depend on the result of the annual meeting. A successful annual meeting, however, is not necessarily a large one. The work done by the institute during the year will depend upon the directors—more particularly the executive officers—the president, vice-president and the secretary-treasurer, and one of the chief objects of the annual meeting is to appoint men for the various offices who will enthusiastically perform all the work in connection with the Institute during the year. At any annual meeting where the right men have been chosen for office, no matter what the number in attendance may have been, a successful annual meeting has been held and one that will bear fruit during the coming year. The officer upon whom the success of the institute will to the greatest extent depend, is the secretary-treasurer, and the most suitable man should in each case be chosen for this position, and he should be treated as liberally as the funds of the institute will allow. His position should be permanent so long as he does his work satisfactorily.

Special attention is directed to Clause 8, which states that "the officers shall consist of a president, a vice-president and a *secretary-treasurer*," not a secretary and a treasurer. It has been found to be more satisfactory when the secretary of any Institute is also the treasurer.

A number of the Institutes have this year availed themselves of the opportunity of having a speaker in attendance at their annual meeting; other Institutes have made arrangements for local speakers, and did not consider it advisable to go to the expense which would be necessitated by procuring the services of an outside speaker.

WOMEN'S INSTITUTES.

The rules governing Women's Institutes may be found on page 39 of the pamphlet entitled Act, Rules and Regulations Governing Farmers' Institutes, a copy of which may be obtained upon application to the Superintendent. Each Institute should consider, at its annual meeting,

whether or not it is advisable that a Women's Institute be organized. After hearing the views of members, if thought well, the matter might be left in the hands of the executive to confer with the ladies in the district. The Superintendent will give any assistance in his power.

SPECIAL TO THE SECRETARY-TREASURER.

55. It shall be the duty of the secretary to prepare and submit to the executive the annual report as set forth in clause 23, and to present the final report to the annual meeting.

56. Not later than the *first day of July* of each and every year, he shall forward to the Superintendent by registered mail, or otherwise, copy of said report, together with a copy of the financial statement, and the name and address of each officer and director elected for the ensuing Institute year.

Read over carefully the whole of this announcement. Make yourself thoroughly familiar with it. In a number of cases last year if this had been done the local officers and the Superintendent would each have been saved considerable inconvenience. When sending in your annual report see that all necessary blanks are filled in properly, and that each blank is included when forwarding the report. Each column on each blank has been placed there for some purpose, the information asked for being required either for the preparation of the annual report of the Superintendent, or for the preparation and advertising of the list of meetings for the following season.

Each Institute is required to hold at least five meetings each year, of which the annual meeting may be counted as one. The annual meeting, then, should be reported on Form B the same as other meetings held during the year are reported on this blank. There is also a column on Form B headed as follows: "Membership for year ending December, 189—." What is asked for is the membership up to the end of the year preceding that in which the report is made. For instance, in sending in the annual report for the year ending the 31st of May, 1899, what is desired is the membership to the 31st of December, 1898, and it is simply the total membership, not the number of membership received at each meeting, that should be reported on the blank.

On form C care should be taken to make the report as complete as possible. If the local officers, who have probably lived in the district all their lives, cannot or will not give the exact location of any place, how can we who are two or three hundred miles distant arrange the meetings so that they will be most convenient for all concerned? On this blank (C) there is also a column for "days' duration" (of the meeting). It is very important that this information should be given, as