

upon vouchers approved by the Council. His accounts shall be produced for the inspection of members at every annual meeting, and annually an Auditing Committee, consisting of two members of the Board, shall audit his accounts, and report at the annual meeting.

9. It shall be the duty of the Secretary to give notice of and attend all meetings of the Board and of the Council, and to keep a record of their doings; to conduct all correspondence, and to carry into execution all orders, votes and resolutions not otherwise committed; to keep a list of the members of the Board; to notify officers and members of the Board of their election; to notify members of their appointment on committees; to furnish the Chairman of each committee with a copy of the vote or resolution under which the committee is appointed, and at his request give notice of the meetings of the Committee; to give notice of and attend meetings, and keep a record of the doings of the Standing and Special Committees, when required to do so; to superintend the rooms of the Board, and generally to devote his time in such a manner as the Council shall deem most conducive to the objects for which the Board was created. It shall also be his duty, under the direction of the Council, to provide such articles of furniture, stationery, books, maps, periodicals, newspapers and other supplies required to carry into effect the provisions of the Act of Incorporation, By-laws, orders and resolutions of the Board.

STANDING COMMITTEES.

10. The Board of Arbitration may appoint any one or more of its members to hear, arbitrate and decide upon any case or cases which may be submitted to him or them; or, if the parties in dispute are unwilling to submit their case to the committee so appointed, they may choose such other member or members from the Board of Arbitration, whom they may agree upon, such agreement to be communicated to the Secretary in writing, signed by all the persons in the controversy.

11. Parties desiring the services of the Arbitration Committee shall notify the Secretary to that effect, in writing, and shall file an agreement with him, signed by the parties in controversy, binding themselves to abide, perform and fulfil the final award which shall be made touching the matter submitted, without recourse to any other court or tribunal. Neither party shall postpone the trial of a case longer than ten days after it has been submitted, unless good cause can be shown therefor satisfactory to the referees.

12. The fees for arbitration shall be determined by the Arbitrators. If a dispute arises in reference to the fees, an appeal may be taken to the Council.

13. The fees shall be paid to the Secretary for the benefit of the members sitting as arbitrators, and, in addition, the Secretary shall be entitled to three dollars for each case submitted.

14. Arbitration fees, and all additional costs that may be incurred, shall be paid by either of the parties in the case, may be decided by the committee hearing the same, and shall be included in the award.

15. Either party to any case before any such Arbitration Committee, may demand that the evidence, statements and proceedings be reported *verbatim*, and the cost of the same shall be assessed as the committee may determine.