

The last meeting of the year shall be the *Annual Meeting*, at which reports shall be received and disposed of from Secretary, Treasurer, Auditors, Librarian and other Officers or Committees whose duty it may be, by order of the Association, to report. But it shall be competent for the Association to call the Annual Meeting at an earlier date in December.

4. All officers, except Teachers and Alternate Teachers, shall be appointed annually, by ballot, and shall hold office till their successors are appointed or until their appointment has been disallowed by the Session. But any vacancy may be filled at any meeting if notice has been given at the next previous meeting or at the next preceding regular session of the Sabbath School.

5. Any other business necessary to the efficiency of the School may also be transacted at the annual meeting.

## IV.

The School shall consist of five departments, Primary, Junior, Intermediate, Senior and Adult; and the following shall be the mode of classification subject to such modification as the superintendent may consider judicious:—

1. The Primary shall include all unable to read.

2. The Junior shall consist of those able to read and learn to a limited extent.

3. The Intermediate shall include all able to read and study with reasonable facility.

4. In the Senior there may be Boys' and Girls' Bible Classes, in which more careful instruction shall be given in the doctrines of the Bible or the tenets of the Church than should be attempted in the other departments.

5. The Adult in which, in addition to Senior work, Church history, doctrine and polity may be studied to limited extent.

6. A Missionary Society may be formed for the whole school or for each department at the discretion and under the control of the Association. And the money raised by the school for mission purposes shall be allocated by a vote of the school on the recommendation of the Sabbath School Association.

## V.

Officers and their duties:

1. The Honorary Superintendent shall be the Pastor of the Church.

2. The Superintendent shall be a member of the Congregation.

(a) He shall appoint the teachers. It shall be his duty to assign them classes, and transfer when necessary and agreeable, from one class to another.

(b) He shall, in consultation with the Association, control the organization, classification and government of the School.

(c) He shall take charge of the School and conduct its general exercises in person, or by substitutes on whom he may call when present.

(d) He shall act as Chairman at all meetings of the Association or name one to occupy the chair.

(e) He shall have power to call for special reports from officers (or teachers) when the interests of the School, in his judgment, require such. He may also call special meetings of the Association, announcing at same time the purpose for which the said meeting is called.

(f) It shall be his duty, in case of frequent absence of a teacher, to take steps to have his place permanently filled by a teacher who can attend regularly.

(g) He shall give timely notice of prospective absence to Assistant Superintendent.

3. Assistant Superintendent shall be a member of the Presbyterian Church. It shall be the duty of the Assistant Superintendent, who may be a teacher, to render such assistance to the Superintendent as shall most conduce to the efficiency of the School, and, in his absence, take his place and discharge his duties.

4. (a) Those who have classes permanently assigned to them in any department shall be called Teachers; and those who are appointed to take the place of absent teachers, or to take charge of classes temporarily without teachers, shall be called Alternate or Substitute Teachers.

(b) All Teachers and Substitute Teachers shall be members of the congregation or of some other Presbyterian congregation.

(c) It shall be the duty of Teachers (of both classes) to attend the regular meetings of the School, and when consistent with other duties, to attend all meetings of the Association, and by every means in their power to render the work of the School and Association most effectual.

This will involve careful preparation for all known duties, and readiness to respond to all reasonable calls of the Association and Superintendent.

It will also include the maintenance of order in their classes as well as careful teaching, registration of residence, work, contributions, etc., in their classes, in harmony with the system adopted by the Association.

And it will include timely notice of prospective absence and arrangements for Substitutes.

5. It shall be the duty of Substitutes or Alternate Teachers to attend the sessions of the School, to take the place of absent teachers, and otherwise assist in the work of the School.

6. Secretary. (a) It shall be the duty of the Secretary to be present at all meetings of the Association, to keep in a suitable minute book provided by the Association, correct minutes of the proceedings of the Association at all its meetings, and to bring said minute book duly written up to all meetings of the Association.