

III.

Corresponding Secretary.—The Corresponding Secretary shall conduct the correspondence of the Union, sending to each Affiliated Union, one month before the Annual Meeting, a blank form, which may be obtained from the Provincial Corresponding Secretary, for the report of that Union for the current year, from which she shall prepare her annual report for the County Convention. After each Annual Meeting she shall send a complete list of the general officers and County Superintendents to the Provincial Corresponding Secretary. She shall also send lists of the officers and Superintendents of the Local Unions after their Annual Meetings.

IV.

Recording Secretary.—The Recording Secretary shall keep a record of proceedings of all meetings of the County Union and Executive Board, report them if requested to do so, and notify Committees and Superintendents of their appointment and the business referred to them. She shall call the roll of delegates at the Annual Meeting, and read all papers which may be ordered to be read. At the first session of the Annual Meeting she shall read the minutes of all the sessions of the Executive Committee since the last Annual Meeting, and perform all other duties pertaining to the office.

V.

Treasurer.—The Treasurer shall keep accurate account of all receipts and disbursements of money, and report at each Annual Meeting, she shall pay no bills unless authorized by an order signed by the President and Recording Secretary. Before the Annual Provincial Convention, she shall collect and transmit to the Provincial Treasurer the affiliation fees due the Provincial Union from her County. Ten days before the Annual County Convention she shall close her books that they may be audited by a committee appointed by the Executive.

VI.

Superintendents.—Superintendents of Departments shall be nominated by the Executive Committee and elected at the Annual Meeting. Their election shall be by acclamation unless otherwise ordered. They shall secure reports of local work, and transmit the same when required to the Provincial Superintendent of their respective Departments. They shall also report at the County Convention. They shall be allowed to draw upon the County Treasurer to the amount of two dollars if needed for work in their Departments, provided itemized bills are sent in before the Treasurer's