

Inspector or Principal concerned, at his request, to keep a record of the proceedings of all regular and special meetings, to conduct all correspondence pertaining to this Association, to have charge of all moneys received by it, to make payment only upon the order of the Executive Committee, to make a formal report at each regular meeting of the Association, and to make application for the municipal grant and call for it not later than December of each year.

(e) The Executive Committee shall consist of five members elected by ballot from the regular members, and the following ex-officio members:— The President, the Vice-President, the Secretary-Treasurer, who shall also be Secretary of this Committee, and the City of Ottawa School Inspectors. This Committee shall prepare the programme for each half yearly meeting, make due arrangements for these meetings, pass accounts due by the Association, and perform all executive business pertaining to the Association.

(f) The Auditors shall make an annual audit of the finances and report at each annual meeting.