

# BY-LAWS.

Amended and Adopted March 28, 1884, and March 20, 1886.

## DUTIES OF OFFICERS.

I.—At meetings of the Board of Managers the Chairman (elected as such from amongst the gentlemen Managers) shall preside. In his absence the Managers present shall name a Chairman *pro tem*.

The Chairman shall be the judge of order, and his decisions thereon shall be acquiesced in without debate.

He shall direct the secretary, when special meetings are ordered, to insert in the notices the import of the special business upon which the Managers are to convene.

II.—The Secretary shall keep fair and regular minutes of the proceedings of the Board of Managers in a book to be provided for that purpose.

She shall preserve all the records and papers of the Society which do not belong to the Treasurer.

She shall cause a notice of each stated meeting, and of each special meeting of the Board of Managers, to be sent to the address of each Manager, at least one day previous to the day fixed for the meeting.

The Assistant Secretary shall assist the Secretary in her duties when required, and act for her at meetings of the Board in her absence.

III.—The Treasurer shall receive all moneys belonging to the Society, and shall give a receipt to the persons from whom she may receive money.

For the sake of regularity, and in order to establish the amount, all persons who may hand money to the Treasurer are requested to ask for a receipt for the money so paid over.

When the Treasurer does not require the money in paying accounts which have passed the Board, she shall deposit the money, or such part of it as may not be immediately required, in the Savings Bank, to the credit of her official account as Treasurer.

She shall keep a fair and regular account of the receipts and expenditures, and her account book and bank book shall be open to the inspection of the Managers at each stated meeting.

Prior to the general annual meeting she shall prepare a statement showing the receipts and expenditures during the year, duly classified and audited, that a lucid, full explanation, or exposition of the working of the finances of the Home, may be submitted at the general meeting.

The Treasurer's accounts shall be audited by a Committee of the gentlemen Managers named by the Chairman or by the Board.

IV.—The Treasurer shall pay accounts for articles and services supplied to the Home only when duly certified, and in all cases of payment shall require a receipt.