

## ARTICLE V.

*Office and Duties of Rear-Commodore.*

It shall be the duty of the Rear-Commodore to assist the Commodore and Vice-Commodore in the discharge of their duties, and in their absence to officiate in their stead.

## ARTICLE VI.

*Office and Duties of Secretary-Treasurer.*

(1) It shall be the duty of the Secretary-Treasurer to keep a true record of the proceedings of all meetings of the Club, with the names of the members present thereat, in a book provided for that purpose.

(2) To keep a correct roll of all members.

(3) To notify every member elect of his election, and upon his becoming a member to furnish him with a copy of the constitution and by-laws of the Club.

(4) To notify each member of every special, general and adjourned meeting, and such notification shall be sufficiently given, by posting a notice to that effect, stating the object of such meeting, at the Club's headquarters, at least one week prior thereto.

(5) To file all documents, records, reports and communications connected with the business of the Club.

(6) To keep a correct list of the name, measurement, ownership, rig, and builder of all yachts enrolled in the squadron, and also a record of the races.