

time they shall have actually performed service before the time of removal.

4. They shall, except such as may be specially exempted, reside within the building.

5. They shall faithfully obey the By-laws and all lawful and proper directions, and be diligent and just in performing their duties; and when requested by any of the Directors, or by any person having authority to demand the same, give an account of all matters or things happening or which shall come to their possession or knowledge in the course of their duty, and which it may be proper for them to answer, communicate or explain.

6. They shall be paid all salary and wages monthly, and at the end of each calendar month.

7. They shall not themselves, nor shall they allow any person or persons whatever, to injure, dirty or soil the floors, walls, or any part of the Hospital building, or the furniture thereof.

V.—THE SECRETARY-TREASURER.

1. The Secretary shall attend all meetings of the Directors and Committees of the Board, take minutes of the proceedings of each meeting, and transcribe the same into a book.

2. He shall at each meeting of the Directors read the proceedings of the last meeting.

3. Through him all communications of whatever nature shall be made to the Directors, and by him from the said Directors to the public or any department of the Hospital, unless otherwise ordered.

4. One day previous to each and every meeting of the Directors, it shall be his duty to send notice of the time and place of meeting to each Director, and on extraordinary occasions to state the purpose of the meeting, conformable to the By-law number five, chapter two, before mentioned.

5. He shall keep the necessary books for entering all transactions of the Directors.

6. He shall keep a regular and strict account of the income and expenditure of the Institution, balance the same annually, and lay the same upon the table at the meeting of the Directors next ensuing.

7. He shall lay all accounts, statements and reports of every matter concerning the Hospital, or the estate, property, funds of the trust, or the employees or the patients, and every other matter or thing necessary for the Directors to be informed of, before the Directors at each of their meetings.

8. He shall collect promptly all rents, interest, moneys due by pay-patients, or other income due to the trust; and he shall also promptly maintain all necessary insurances, and pay all claims against the trust with the moneys which may be furnished to him by the Directors for the purpose, and he shall take a receipt for all moneys which he pays out.

9. He shall keep a stock book, in which shall be entered in detail a list of all the furniture, bedding, linen, utensils of all descriptions, and all other the personal chattels of the Hospital, and he shall furnish