

14. An alphabetical list of reference contain-Reference list
ing the names of all visitors shall be kept, giving of visitors.
date and number of days they have been permitted
to use the Club.

SECRETARY.

15. All communications are to be addressed to Communica-
the Secretary. tions.

16. The hours of the Secretary shall be from Secretary's
9:30 a. m. to 6 p. m., and he shall not absent him- office hours.
self from his office between the hours of 1 p. m.
and 3 p. m., and 5 p. m. and 6 p. m., Saturdays
excepted, without obtaining leave from two mem-
bers of the Committee.

17. The duties of the Secretary shall be as Duties of
follows: He shall have charge of the building Secretary.
and all the properties of the Club; he shall keep
the books of the Club, giving receipts for all
moneys received, and paying all accounts that are
authorised to be paid by the Finance Committee.
He shall have control and superintendence of the
servants of the Club, with power to engage and
discharge the same, and shall exercise a general
supervision with a view to promoting the best in-
terests of the Club.

18. The Secretary shall prepare and lay before Monthly trial
the Committee a monthly trial balance sheet and balance and
quarterly an inventory of the stores on hand. quarterly
inventory.

19. At each meeting of the General Committee Secretary to the
the Chairman may, after the routine business is Committee.
finished, appoint one of the members present to act
as Secretary, and such Secretary shall, at the ter-
mination of the meeting, have the proceedings of
the Committee entered upon the minutes. A
notice of all General Committee meetings shall be
posted on the notice board. Notice of gen-
eral committee
meetings.