

(b) To assist the Principal in the performance of all powers and duties of the Principal's office.

(c) To preside at meetings of Corporation when the Principal is not present and at any other meetings except Faculty meetings at which the Principal would ordinarily preside, and generally in the absence of the Principal to perform all his official duties in relation to academic university matters.

(d) To perform any other duties which he may be required to perform from time to time by the Board of Governors or by any of the Board's committees.

CHAPTER VII.

OF THE DEANS, PROFESSORS, THE BURSAR and THE REGISTRAR.

1. The Deans, Professors, and all other officers of the University, shall be appointed and shall hold office subject to the provisions of the Charter; and they shall receive such salaries and emoluments as may be fixed by the Governors.
2. The Board of Governors shall appoint one of the Professors of each Faculty to be Dean thereof. The Dean shall preside at all meetings of his Faculty in the absence of the Principal, and under the Principal, shall take general superintendence of Faculty affairs.
3. It shall be the duty of the Secretary and Bursar of the University to act as Secretary to the Governors, to summon all meetings thereof, and to record, and (when necessary) carry into effect their proceedings; to take charge of the Corporate Seal of the University, and of all its Charters and Muniments; to keep accurate books of account in such form as from time to time shall be ordered by the Governors, of all revenues, receipts and expenditure of the University, with all requisite vouchers; to collect and receive all moneys, rents and revenues of the University, from whatever sources derivable, except only (as hereinafter provided) these peculiar to Macdonald College, - and forthwith to lodge the same to the credit of the "Royal Institution for the Advancement of Learning" in such Chartered Bank in this city as may be designated by the Governors; to pay all outstanding claims against the University, when ordered by the Governors, by his cheque countersigned always by at least one Governor being of the Committee of Finance for the time being, save only with respect to cheques for amounts not exceeding \$200., and to cheques for salaries which may be signed and countersigned by such persons as the Finance Committee of the Governors may from time to time by resolution direct; to inspect all lands, buildings and other property of the University, and report promptly to the Governors all necessary repairs and expenditure thereon, and to superintend under their directions, the execution of such repairs or expenditure; to present a statement of his accounts, exhibiting all revenues, receipts and disbursements of the University, to Corporation at its regular