

(1st) The Secretary shall read the minutes of the preceding meeting, which shall be signed, or in case of a Monthly Meeting, the minutes of all the meetings during the last month; inform the meeting of any correspondence that has taken place, and read the general Reports of the condition of the Institution.

(2nd) The presiding lady shall place all resolutions before the meeting, declare the decision to the Secretary, and if an equality of votes occur, give the casting one, in addition to her vote as a member of the Board.

3. As soon as the meeting is opened (when a quorum is formed) all conversation not addressed to the presiding lady shall be pronounced by her to be out of order, and stopped.

4. Any lady allowing three months to pass without being present, or notifying her inability to attend to the Secretary, shall have her name struck off the list of the Managing Committee.

5. The Treasurer shall receive and take charge of all moneys belonging to the Institution, as well as the children's fees, keeping account of the same. **All accounts shall be brought by her before the meeting of the Managers every month.**

6. The Corresponding Secretary shall keep account of all children given out from the Home, and correspond with them at least once a year, and shall keep account of, and read all correspondence respecting them at the Board Meetings.

7. The Secretary of Districts shall arrange with the collectors all details of the districts to be visited, and take charge of the lists of subscription for the Annual Report.

8. The Secretary shall direct all the correspondence, keep account, as far as practicable, of all children in the Institution, giving a general report thereof at the Monthly Meeting, at which she shall regularly attend, but never be called upon to preside, minute the proceedings, and take the names of the ladies present.

9. Two members of the Committee shall be appointed by the Secretary to **visit the Home** daily each week, ascertain from the Matron the behaviour of the children, as well as whatever may be requisite for them and for the house, and report the same at the Regular Weekly Meetings. The First Directress, Treasurer, Corresponding Secretary and Secretary shall not be of the number of Daily Visitors.

10. Any three Managers, including a Directress, may admit applicants up to the age of fourteen, with a doctor's certificate insuring them to be free from disease.