

VII.—DUTIES OF THE CORRESPONDING SECRETARY.

The Corresponding Secretary shall conduct the general correspondence of the Institution and submit the same at each stated meeting of the Board. He shall file at the Institution all letters received by him or the Board, and copies of all letters written by him, and keep the same under his charge for the exclusive use of the Board.

VIII.—DUTIES OF THE RECORDING SECRETARY.

The Recording Secretary shall keep a record of the proceedings of the Board, and enter the same in Book of Minutes; shall prepare and issue all notices required in conducting the business of the Institution; and communicate all resolutions of the Board to the Committee or officer affected thereby.

He shall have the custody of the seal, and use the same only as directed by the Board of Managers.

He shall see that all By-Laws of the Institution are properly recorded in a book kept for that purpose; shall file at the Institution all reports and papers submitted to the Board or placed in his custody, and safely keep them for the exclusive use of the Board.

Whenever the Secretary is mentioned in any By-Law, resolution or other proceedings, it shall mean the Recording Secretary.

In his absence the Managers shall appoint one of their number to act *pro tempore*.

IX.—ADMISSION OF PUPILS.

(1) *General Terms*—

Young blind persons of good moral character between the ages of ten and twenty-one, may be admitted to the Institution in accordance with the provisions of the Acts in relation to the Education of the Blind, in Chap. 17, Act of 1882, and Amendments thereto, passed 1883, which shall entitle them to free education in the Institution.

Their friends may visit them at reasonable times under the regulation of the Board.

(2) *Day Scholars*—

The Board may, at their discretion, receive day scholars upon such terms and conditions as they may prescribe.

(3) *Forms, &c.*

Applications for admission must be addressed to the Recording Secretary, at the Asylum, and made upon the forms and in accordance with the directions prescribed by the Board.