

Besides his attendance upon the Committee he shall conduct the official correspondence of the Club, draw up reports and keep regular accounts of all the financial concerns of the Club and an account of the wine and other stores in the stock cellars of the Club.

He shall attend to all communications, receive information upon all subjects connected with the business of the Club, and particularly all matters relating to the members thereof.

As Treasurer he shall collect and bank all moneys for the Club and shall disburse them only after the accounts have been submitted to and passed by the Committee. At each monthly meeting of the Committee he shall submit a statement showing the financial position of the Club with the Bank, showing the balance at the credit of the Club. His books shall always be open to the inspection of the Committee. Cheques for payments authorized by the Committee shall be signed by the Secretary-Treasurer.

#### VISITORS:

56. The Secretary shall issue under the instructions of the Committee to strangers of distinction invitations to the privileges of the Club for such period as the Committee may determine, not exceeding three months.