

book from which all orders shall be issued, authorizing payments by the President and Treasurer.

The Treasurer shall keep the books of account of the Association, shall insure against loss by fire all property of the Association, shall receive all monies and deposit the same with the Association's Bankers, and shall not keep in her hands at any one time more than \$20.00. She shall draw and sign all cheques authorized by the Directors for payment, which cheques shall be signed by the President or Vice-President; and she shall prepare and read, at the Annual Meeting, a true and correct statement of the affairs of the Association.

The Corresponding Secretary shall conduct the correspondence of the Association, and from such and other information shall prepare the Annual Report.

11. The following shall be the order of business: Read the Minutes of last Meeting; Report of Secretary and Treasurer; presentation of new Members; business arising out of Minutes, unfinished business; new business, and the programme of the day.