

## CLOSE LIBRARY.

*Section X.* Prior to the Annual Meeting in each and every year, the Board of Management shall cause an examination to be made of the Library, with a view to enable them to present a correct report thereon; and for that purpose are empowered to call in and cease to issue books for a period not to exceed one week.

## REPORTS TO ANNUAL MEETING.

*Section XI.* They shall present to the Annual Meeting in each and every year a Report of their proceedings and of the general affairs of the Institute, containing, amongst other particulars, a statement of the property held by or in trust for the Institute; of the Membership; of the Library and Reading Room; a list of Lectures delivered, and Classes formed, and the result; a list of Donations received; balance sheet of Receipts and Expenditure; and a full statement of the Liabilities and available Assets of the Institute.

## OFFICERS, ETC., TO REPORT.

*Section XII.* The several Officers and Committees shall report any circumstances within their respective departments affecting the interest of the Institute at the meeting of the Board next ensuing, and shall specially report when required to do so.

## BY-LAW No. IV.

## MEETINGS.

*Section I.* In the absence of the President and Vice-Presidents, the Board shall have power to call special meetings of the Institute.

*Section II.* The Board of Management shall meet at least monthly, on such days as they may appoint.

*Section III.* The Secretary shall call special meetings of the Board of Management on a written requisition signed by any two Directors, or four members. The requisitions for all special meetings under this Section shall state the business intended to be brought forward at such meetings, and no business that is not particularly mentioned in such notices shall be brought forward or discussed.