

President when she is absent. In the absence of the President and Vice-President, a member may be chosen from those present to preside.

### **Secretary.**

Sec. 3. The duties of the Secretary shall be to keep a correct list of the members; to notify new members of their election, and to erase members from the roll when so directed by the Society. She shall keep a correct account between the Society and its members, and shall receive all moneys and pay them over to the Treasurer, taking her receipt for same. She shall at each regular meeting give a report showing the total amount of receipts since the preceding meeting; and shall at the Annual General Meeting present a written report as to the moneys collected during the fiscal year. She shall set opposite the names of the members of the Society the amounts severally due, which list shall be placed before the Board of Management annually. She shall from time to time notify all members who are over 24 months in arrears for dues, and if no answers be received before next regular meeting she shall present to the management a statement giving the names of such members so notified. She shall have the custody of