

## SECTION X.

## OF THE SECRETARIES.

1. The duty of the Recording Secretary shall be to attend the meetings of the Institute and of the Council—to take minutes of all their proceedings, and enter them in the proper books—to read the minutes of the preceding meeting, with a view to their verification, and have them signed by the Chairman, as an attestation of their accuracy—to announce any donations made to the Institute—to give notice of any candidate proposed for admission, or to be balloted for—and to read the letters and papers presented to the Institute in the order of time in which they were received, unless the Council shall otherwise determine; also, to keep the accounts of the Institute.

2. The duty of the Corresponding Secretary shall be to conduct the correspondence of the Institution.

## SECTION XI.

## OF THE CURATOR.

The Curator shall have the care of all books, plans, drawings, &c., and of all models and specimens for the museum; and shall have the general superintendence of the same under the direction of the Council. He shall keep an accurate list of all donations in the order in which they are received, with the names of the contributors thereof, to be read at the annual general meeting. He shall label all such articles, and arrange them in their proper places, so that they may be of easy access to members at all seasonable hours.

## SECTION XII.

## OF THE ORDINARY MEETINGS.

1. The sessions of the Institute shall commence annually on the first Saturday in December; and ordinary meetings