

disbursements only upon vouchers approved by the Council. His accounts shall be produced for the inspection of members at every annual meeting, and annually an Auditing Committee, consisting of two members of the Board, one of whom shall be named by the President, the other to be appointed by the Council, shall audit his accounts and report at the annual meeting.

2. It shall be the duty of the Secretary to give notice of and attend all meetings of the Board and of the Council, and to keep a record of their doings; to conduct all correspondence; and to carry into execution all orders, votes and resolutions not otherwise committed; to keep a list of the members of the Board; to notify officers and members of the Board of their election; to notify members of their appointment on committees; to furnish the chairman of each committee with a copy of the vote or resolution under which the committee is appointed, and at his request give notice of the meetings of the committee; to give notice of and attend meetings, and keep a record of the doings of the Standing and Special Committees when required so to do; to superintend the rooms of the Board, and generally devote his time in such a manner as the Council shall deem most conducive to the objects for which the Board was created. It shall also be his duty, under direction of the Council, to provide such articles of furniture, stationery, books, maps, periodicals, newspapers and other supplies required to carry into effect the provisions of the Act of Incorporation, By-laws, orders and resolutions of the Board.