

9. **[**It shall be the duty of the Secretary and Bursar of the University**]** to act as Secretary to the Governors, to summon all meetings thereof, and to record, and (when necessary) carry into effect their proceedings; to take charge of the Corporate Seal of the University, and of all its Charters and Muniments; to keep accurate Books of Account in such form as from time to time shall be ordered by the Governors, of all revenues, receipts and expenditure of the University, with all requisite vouchers; to collect and receive all moneys, rents and revenues of the University, from whatever sources derivable, except only (as hereinafter provided) those peculiar to Macdonald College, and forthwith to lodge the same to the credit of the "Royal Institution for the Advancement of Learning" in such Chartered Bank in this City as may be designated by the Governors; **[**To pay all outstanding claims against the University, when ordered by the Governors, by his cheque countersigned always by at least one Governor, being of the Committee of Finance for the time being, save only with **x** respect to cheques for amounts not exceeding \$50.00 and to cheques for salaries, which may be signed and countersigned by such persons as the Finance Committee of the Governors may from time to time by resolution direct;**]** to inspect all lands, buildings and other property of the University, and report promptly to the Governors all necessary repairs and expenditure thereon, and superintend, under their direction, the execution of such repairs or expenditure; to present a statement of his accounts, exhibiting all revenues, receipts and disbursements of the University, to the Corporation at its Regular Meeting in October, yearly; or as soon thereafter as possible, as also to the Governors, at all such periods as they shall direct; and generally to obey and carry out all instructions of the Governors. Provided, always, that it shall be competent to the Governors from time to time to appoint a separate Bursar for Macdonald College, under such regulations as they, the Governors, may direct or allow, and such Bursar shall report in