

4. Do you promise that, in the discharge of your duties as Professor of ———, you will invariably seek to promote the interests of the students under your charge, the welfare of this institution, and the glory of God?

#### SECRETARIES.

**40** The Secretaries of Faculty Boards shall prepare the Diplomas of their respective Faculties.

**41** They shall, when requested by the party entitled to call meetings, send written notices of the meetings, specifying the business to be transacted.

**42** They shall conduct the correspondence of the Boards under the superintendence of the Chairman, take minutes, and file all the papers in the order in which they have been read, with proper endorsements, keep them in order, and retain copies of all letters sent.

**43** The Secretaries of the several Faculties shall give notice in the newspapers of the opening of the Session—the notices to be inserted a month at least before the opening of the several Faculties.

**44** The Matriculation books and the Minute books of the College Senate and of the several Faculties shall be laid by the Secretaries upon the table of the Board of Trustees at the meeting on the last day of the Session, and the Trustees shall appoint a Committee to examine and report as to the manner in which they have been kept.

#### DEANS.

**45** The Deans of Faculties shall call meetings and preside in the absence of the Principal, and shall present students for graduation at meetings of Convocation. The offices of Dean and Secretary may be combined.

#### TREASURER.

**46** It shall be the duty of the Treasurer (the present Treasurer being meanwhile provided by the Finance Committee with such assistance as he may require) to keep accurate books of account in such form as from time to time shall be ordered by the Trustees, of all revenues, receipts, and expenditure of the University, with all requisite vouchers; to collect and receive all moneys and revenues of the University, from whatever source derivable, and forthwith to lodge the same to the credit of the College in such chartered Bank as may be desig-