

14 SIR WM. WALLACE BENEFIT SOCIETY

DUTY OF FINANCIAL SECRETARY.

The Financial Secretary previous to entering upon his duties shall give bonds to the Society with suitable security in the same manner as the Treasurer. He shall keep a list of the members of the Society, and an account of the fees and dues that accrue, and shall collect the same and promptly pay them over to the Treasurer, taking his receipt therefor. He can with the consent of the Society, appoint a messenger to deliver notices of meeting and to collect dues. He shall make a financial report each month stating amount collected during the month and the amount received from other sources.

DUTY OF SECRETARY.

The Secretary shall have the custody of all the records of the Society, and shall make a regular entry of all the proceedings of each meeting. He shall keep a list of the members of the Society. He shall summon the regular members to all quarterly and regular meetings. He shall, on the order of the Society, erase from the list of members the names of all such persons as by the terms of this constitution shall have forfeited their title to membership, making a report thereof at the next meeting. He shall conduct the correspondence of the Society, and in the absence of the Financial Secretary he