

perform the duties usually appertaining to such office, and in his absence such duties shall be performed by one of the Vice-Presidents, or in their absence by a member of the Board of Directors, to be chosen at the meeting.

(b) The General Manager shall, under the direction of the Board of Directors, make all arrangements for the holding of all exhibitions. He shall see that the grounds and buildings are prepared and ready for use at the proper time, provide a sufficient quantity of fodder for the live stock, fuel for Machinery Hall and other engines, and have all the necessary properties and equipment ready for the exhibition. He shall, under the direction of the Board of Directors and various Committees, attend to the arrangement of each department, and decide all matters such as the President and Vice-President, acting in his absence, may not consider of sufficient importance to warrant him in calling a full meeting of the Board of Directors to determine, and in such case report at the next meeting of the Board. He shall prepare and recommend to the Board of Directors a programme for the carrying out of all exhibitions, which the Board may from time to time determine to hold, and report as to the staff of assistants, clerks, servants and workmen necessary for each such exhibition, and generally perform all such duties as usually devolve on such an officer, under the direction or subject to the approval of the Board of Directors, and further do and perform all such acts, matters and things as may be required of him by any By-law or resolution or order of the said Board of Directors, in connection with his said office of General Manager.

(c) The Secretary shall attend and be present at all meetings of the Association and Directors, and keep a faithful record of the transactions and proceedings of the Association and of the Board of Directors at all such meetings, in a book or books, which shall be open to the inspection of the members of the Association at all reasonable times, at each annual meeting of the Association, and whenever he shall be so required by the Board of Directors; he shall, as such Secretary, make written report of the proceedings and condition of the Association, he shall issue all notices and