

9.—In the absence of the President, one of the Vice-Presidents shall act in her stead: should neither be present, the meeting shall elect a President pro tem.

10.—The duties of the Secretary and Assistant Secretary shall be, to take the minutes of each meeting, to keep a Register of Members' names, to notify Special meetings, to answer all letters on business and to read the Weekly and Monthly Reports. They shall also keep an oversight of the Steward's Register. The duty of preparing the Annual Report shall also devolve on them.

11.—The duties of the Treasurer shall be, to receive all donations and subscriptions; keep an accurate account of her receipts and expenditures; pay all accounts certified by the Visiting and Purchasing Committees, or by the President; render a Monthly Report of the same to the Board of Trustees, and a full report at each annual meeting. To deposit all moneys paid to her in a Chartered Bank in her own name, as Treasurer of the Institution. To keep two accounts, one for Maintenance Fund and another for Building Fund. All cheques drawn by her, to be countersigned by the President or Vice-President.

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#### ORDER OF BUSINESS.

- 1st—Reading the Scriptures and Prayer.
- 2nd—Calling the Roll of Members of Committee.
- 3rd—Reading the minutes of last meeting.
- 4th—Report of the Visiting Committee.
- 5th—Report of the Treasurer.
- 6th—Report of the Committee on Applications.
- 7th—Report of Special Committees.
- 8th—Unfinished business.
- 9th—Letters and Communications.

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#### DUTIES OF THE STEWARD AND MATRON.

1.—They shall have the entire charge of the Home, under the direction of the Visiting Committee; they shall keep it neat and clean, and enforce the Rules of the House, and endeavor in every way to carry out the orders of the Ladies of the Committee.

2.—The Steward or Matron shall be present at meals; see that they are properly served, that everything is placed on the