

COMMITTEE ON PERIODICALS.

Shall make arrangements under direction of the General Committee for obtaining the Magazines, papers and other Periodicals for the use of Members, see that the same are conveniently placed in the Club and properly filed for reference.

Sub-Committees are not empowered to incur any expenditure, except in case of emergency, without authority from the General Committee, and all purchases made as above must be reported to the next meeting of the Committee through the Secretary.

All Sub-Committees are expected to make a general report on the several Departments under their charge to the first meeting of the General Committee in each month, besides such special reports to other meetings as they may think proper.

SECRETARY.

He will attend all meetings of the Committee and keep minutes of the proceedings, placing all bills, orders and communications before them, and executing the business then decided upon according to instructions.

Besides his attendance on the Committee, he will conduct the official correspondence of the Club, see that all bills have been duly authorized before payment, draw up Reports and keep regular accounts of all the financial concerns of the Club.

He shall receive from the Steward every morning the cash receipts of the house for the previous day, and shall satisfy himself that the same are correct, after