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8. The President, or in his absence, one of the Vice-Presidents, shall preside at meetings of the Association, and of the Executive Committee, or in their absence by a chairman, to be elected by a majority of the members then present.
  9. It shall be the duty of the Secretary to keep minutes of all the proceedings of the Association and Executive Committee, and he shall record the same in books to be provided for that purpose; also conduct all correspondence and perform such other duties as may be assigned to him by the Executive Committee.
  10. The Treasurer shall receive and have charge of all funds belonging to the Association, and shall forthwith deposit same in some incorporated Bank, to be designated by the Executive Committee, to the account of the Association. All cheques thereon shall be countersigned by the President, or, in his absence, by the Secretary. All accounts are to be passed before payment by the Executive Committee, and the Treasurer shall report to the Board from time to time, and present financial statements, as may be required, and shall submit at the Annual Meeting detailed statement of receipts and expenditures made up to the close of each financial year of the Association which shall be the 31st day of December. Such Annual Statements shall be duly audited by the Auditor of the Association.
  11. No alterations or additions shall be made to these Regulations except at a meeting of the Executive Committee, at which at least seven members shall be present, and provided also that written notice of the proposed change shall have been given at least one month previous to the consideration of the same, and such alterations or additions, if passed, shall have effect only until confirmed at the next following Annual Meeting of the Association.