

II. Their Positive Duties.

1. To call the annual school meeting, and also a special one in case of any difference in regard to the school-site, death or removal of trustee, &c.
2. To prosecute all illegal voters at school meetings.
3. To make a declaration of office within *two* weeks after notice of election as trustee.
4. To see that their school is furnished with a trustees' book, a visitors' book, a teacher's register, and a *Journal of Education*. These two latter are furnished without cost. The two former must be purchased at the expense of the section.
5. To employ, and pay school moneys to none but legally qualified teachers.
6. To fix no rate-bill upon persons sending children to school. for any purpose (including fuel, collector's fees, &c.) higher than *twenty-five cents* per month, for each child attending school. In free schools, no rate-bill can be imposed upon the inhabitants. Rate-bills are payable in advance.
7. To permit all residents, on whose behalf school-rates are paid, and who observe the rules, to attend their school.
8. To visit the school and see that it is properly conducted; that no unauthorized books are used; that all the pupils are supplied with proper text-books; that the library is available to the inhabitants, and that it is lawfully managed.
9. To exercise all the corporate powers vested in them, for the fulfilment of all agreements, contracts, &c.: and to maintain a school in their section *at least* during *six* months of the year.
10. To transmit their *half-yearly* returns and their *yearly* reports to the local superintendent, and also to submit their *yearly* report to the annual meeting of their constituents.
11. To affix their corporate seal to all official documents under their hand.
12. To take proper security from the secretary-treasurer and school collector.
13. To make a return to the municipal clerk of all rates imposed by them.
14. To make no contract with any member of the school corporation, except for school site, or as collector.
15. To transact no school business except at a trustee meeting of which each member of the corporation has had due notice.
16. To appoint a school auditor before the *1st of December* in each year, and lay before the auditors all necessary information.
17. To comply with the award of the arbitrations between themselves and the teachers, under a penalty.

III. Their Responsibilities.

Personal Responsibility.—(1) For all contracts or agreements, when not officially fulfilled as authorized by law. (2) For the award (if any against them) of arbitrators appointed under the School Act. (3) For the amount of an award against them if they refuse to give it effect. (4) For all moneys lost to the section through their neglect of duty:—such as omission to send the half-yearly return to the local superintendent, neglect to keep open the school during at least six months of the year, &c. (5) For neglecting to take security from any person with whom they intrust school moneys, if any loss accrue. (6) For neglect or omission to affix their corporate seal to official agreements, contracts, or documents.

N.B.—Trustees neglecting to perform any of the "positive duties" required of them as above (and to the neglect of which no specific penalty is attached), may incur the risk of having the apportionment to their school section withheld, and themselves made *personally responsible* for the loss consequent thereon, (See the *thirty-first* section of the Upper Canada Consolidated Common School Act.

IV. Penalties for neglect of Duty.

1. *Twenty* dollars for refusal to perform the duties of their office.
2. *Twenty* dollars for making a false return.