

all proposals for membership, notices and by-laws ; to keep a correct roll of members ; to notify each newly-elected member of his election, at the same time requesting him to remit the amount of his fee, and furnishing him with a copy of the Constitution ; to notify members desiring to withdraw of the action taken on their resignations ; to have the custody of all the books and records connected with the business of the Institute, except those of the Treasurer, and generally to do all in his power to advance the interests of the Institute.

#### V.—THE TREASURER.

It shall be the duty of the Treasurer to collect dues ; to keep an account of the same with each member of the Institute ; to prepare lists of those in default, etc. ; to receive and account for all moneys belonging to the Institute, and to disburse the same under the instructions of the Committee. He shall prepare an annual statement, and cause the same to be audited.

#### VI.

In the absence of the President, the Vice-President shall perform the duties of the President ; and in the absence of the President and Vice-President such duties shall be discharged by a Chairman elected for that purpose by the Committee, or by the meeting, as the case may be.