

SECTION 6. The President shall call a meeting at any time for special business at the written request of five Working Members of the Society.

SECTION 7. In the event of the absence of the President and Vice-President, the members present at the meeting may elect a Chairman.

**No. 4
Exhibitions**

The Society shall hold at least one Exhibition during the year, date to be fixed approximately at the Annual Meeting, on recommendation from the Executive. Special committees shall be named for special work in connection with said Exhibitions.

**No. 5
Resolutions**

All resolutions and motions must be presented to the Secretary in writing.

**No. 6
Use of the
Press**

All correspondence and papers must be submitted to the Executive before being published in any paper, pamphlet or periodical, over the name of the Society.

**No. 7
Duties of
Officers**

The President shall preside at all meetings of the Society, except as hereinafter provided, and conduct them after the prescribed order of business.

SECTION 2. In the absence of the President, the Vice-President shall preside. (See Standing Order No. 3.)

SECTION 3. The Secretary-Treasurer shall present a full report of the year's proceedings at the Annual Meeting ; shall prepare the order of business for each meeting ; shall have charge of all correspondence belonging to the Executive Committee, shall keep copies of all letters written ; shall have charge of all printing ; shall issue all notices of meetings and keep correct minutes of meetings held ; shall read said minutes at the next meeting ; shall have charge of the roll and minute books ; shall receive, collect, hold and give receipts for all fees and other moneys, disbursing the same by order of the Executive. All accounts and cheques shall be initialled or signed by the President, or his (or her) representative. The Auditors shall examine the Secretary-Treasurer's accounts before they are submitted to the Annual Meeting.

**No. 8
Elections**

Nominations for the officers and members of the Executive may be made up to the hour of holding the Annual Meeting, and the elections shall be by ballot.

Should any officer be unable to complete his (or her) year, the Executive shall have power to elect a substitute.

**No. 9
Amend-
ments**

These Standing Orders may be amended or added to at any of the meetings of the Society by a two-thirds vote of the Members present, notice of such amendments having been given at a previous meeting.