

She shall keep accurate minutes of the proceedings of the Club. She shall give immediate notice to the several officers and committees of all votes and proceedings affecting them and their duties. She shall have charge of the records and archives of the Club and shall be *ex-officio* a member of all committees.

TREASURER.

No. 3.—The Treasurer shall collect and keep the funds of the Club, shall pay all bills, (the expenditure of which must have been authorized by the Committee of Management and certified by the President or her legal substitute), and shall present at the Annual Meeting a full account (duly vouched and audited) of all her receipts and expenditures. This statement of the Treasurer is to be presented to the President and Executive Committee ten days before each Annual Meeting.

No. 4.—The Music Committee shall arrange for morning concerts weekly, in order to stimulate the Active members to greater efforts for the promotion of a higher musical taste and culture and for the entertainment of the Associate members. It shall take charge of the music, printing, and all the details of such concerts.