

SECTION III.

Corresponding Secretary—It shall be the duty of the Corresponding Secretary to conduct the correspondence of the Union, and to report to the Corresponding Secretary of the County or District Union yearly on receipt of blank form (having first submitted her report to the Local Union), giving such items of general interest as will enable said Secretary to judge correctly of the condition of the Union. She, with the Recording Secretary, shall also prepare the report for the Annual Meeting of the Local Union. They shall also, in unorganized counties, prepare a condensed report for the Provincial Convention, sending to the Provincial Corresponding Secretary two weeks before the date of Provincial Meeting. In small Unions the work of the Secretaries may be done by the Recording Secretary, if desirable.

SECTION IV.

Recording Secretary—It shall be the duty of the Recording Secretary to keep a record of the proceedings of the Union, and notify members of meetings.

SECTION V.

Treasurer—It shall be the duty of the Treasurer to collect all membership dues and to devise means to increase the funds of the organization. She shall receive and hold all money collected for the use of the Union, keeping an exact book account and making a monthly report of the same. She shall pay no bills except on an order signed by the President and the Recording Secretary. She shall forward regularly in organized counties to the County or District Treasurer, the half yearly fees for the Provincial and County or District Unions.

SECTION VI.

Departments of Work—If the demands of the work justify it, there shall be Departments of Work to correspond with Provincial Departments, and such others as the needs of the locality seem to call for.

SECTION VII.

Duties of Superintendents of Departments—Each Superintendent of a Department shall avail herself of all opportunities for the furtherance of practical work in her Department, and report to Superintendent of same Department in County or District Union on or before the 17th day of September.

Where no county or district organization exists, the report should be sent to Provincial Superintendent of that Department.

SECTION VIII.

Meetings—The regular meeting of the Union shall be held weekly, fortnightly, or monthly, as the Union may decide. The first meeting of the month shall be largely a devotional meeting. If possible, mass meetings shall be held quarterly.

The Executive and other committees shall meet as often as may be deemed advisable.

SECTION IX.

Quorum—A quorum shall consist of such members as shall be present at a regular or special meeting, due notice of such meeting being given to the members.