

21. All officers shall be appointed by resolution of the Benchers, except that it shall be competent for the Treasurer to temporarily fill any vacancy which the exigencies of the case may require to be filled.
22. The officers above mentioned shall be paid such salaries or fees as the Benchers shall fix.

THE SECRETARY.

23. In addition to the duties required of the Secretary by any statute:
- (1.) He shall be the custodian of all documents, papers and books (except the Treasurer's books of account and securities) belonging to or filed with the Society.
24. He shall keep a record or minute of all proceedings of the Benchers, in a book to be called the Minute Book, and such record or minute shall, after being read and confirmed at a subsequent meeting of the Benchers, be signed by the Chairman and Secretary, and he shall also conduct all necessary correspondence, prepare all necessary diplomas, certificates and other documents appertaining to his department, and perform all other services incidental to the office.
25. He shall, five days before the dates for the various examinations, notify the respective examiners of the number of candidates who have given due notice of their intention to present themselves for examination at the various examinations.
26. He shall after the result of each examination has been declared, post in a conspicuous place in the Library at Victoria a list shewing the names of the successful candidates.
27. He shall, between the first and tenth days of March preceding the day of election of Benchers, send by mail a voting paper in the form required by the statute, to each member of the Society entitled to receive such voting paper, and shall also between the said first and tenth days of March, cause to be posted up in a conspicuous place in all the Libraries of the Society a printed copy of the list of the Barristers and Solicitors who are entitled to vote at the succeeding election of Benchers.
28. He shall, on or before the first Monday in September in each year, notify all practising Barristers and Solicitors of the rules relating to the payment of their annual fees.
29. The Secretary for the time being shall be required to give security by bond of some Guarantee Company to the Society to the extent of \$2,500, for the due performance of the duties of his office, including the duties of Sub-Treasurer, the Society to pay the premium therefor.