

## BY-LAWS.

## BOARD OF MANAGERS—MEETINGS.

## I.—STATED MEETING.

The Board shall hold a stated meeting at the Institution on the first Monday of every month, except when such Monday shall fall on a public holiday, then on the day following, and at such hours as they may from time to time appoint.

## II.—SPECIAL MEETING.

Special meetings may be convened by request of the President or three members of the Board, the time, place, and object to be specified in such request, and inserted in the notice of meeting by the Secretary.

At least twenty-four hours' notice of special meeting shall be given, and no business other than that specified in the notice shall be transacted.

## III.—QUORUM.

Five of the members shall constitute a quorum for the transaction of business.

## IV.—PRESIDING OFFICER.

The President shall preside at all meetings of the Board at which he may be present, and he shall be *ex-officio* member of all standing committees. In his absence the Vice-President shall represent him, as well on standing Committees as at the Board. In the absence of both President and Vice-President from any meeting of the Board, the chair shall be taken by the first named on the list of Managers present at the hour for commencing business.

## V.—COMMITTEES.

The following Standing Committees shall be appointed by the Board of Managers at the first meeting in each year:

(1) *Finance*—

A Committee of Finance, consisting of the President, Treasurer and four members of the Board, whose duty it shall be to devise and recommend ways and means for securing and preserving the financial prosperity of the Institution, to examine and certify the correctness of the Treasurer's annual report, and at the end of every year prepare and submit a full and clear report of the financial condition of the Institution.

Every Standing Committee shall from time to time furnish the Committee of Finance with such information as they may require, and particularly before the close of every year with a full inventory of all the property in their respective departments.