

with instructions of the Board, and he shall in all cases where the seal is used sign the document to which it is affixed ; he shall cause to be carried into effect the decision of the members or Board at any meeting duly called , he shall sign all official documents ; he shall have power to call special meetings of the Institute, and of the Board ; he shall have the casting vote on every occasion when there is an equal division, and may at any time, and so often as he may think proper, vacate the chair for the purpose of taking part in any discussion which may arise, and may call either of the Vice-Presidents or any member present to preside in his stead. In the absence of the President, one of the Vice-Presidents shall preside, in the precedence in which he stands in the list of office-bearers. The two Vice-Presidents may, in the absence of the President, call any meeting which it is competent for the President to call.

SECRETARY.

Section II. The Secretary shall accurately, and in full, record the proceedings of the Institute and Board of Management ; conduct all correspondence ; announce all meetings ; sign all certificates of membership, and notify members of the time when their subscriptions fall due ; he shall receive all subscriptions, rents, or other monies, and dispose of the same in the manner provided for in Section 3 of By-Law No. 3, keeping account thereof ; and shall perform such other duties as may from time to time be assigned to him by the Board of Management ; he shall have in charge and keep in order all books, documents, and apparatus belonging to the Corporation

TREASURER.

Section III. All monies belonging to the Institute shall be deposited by the Treasurer, or by the Secretary on the order of the Treasurer, in one of the chartered Banks of Napanee, approved of by the Board of Management, on account of and for the use of the Institute. The Treasurer shall not pay any moneys on account of the Institute, except by order of the Board of Management, signed by the presiding officer and Secretary. He shall pay all moneys by check, signed by himself and counter-signed by the President, or, in his absence, by one of the Vice-Presidents ; he shall countersign the members' tickets, and shall report fully to