

## SECTION II

## 1.—Duties of Officers.

(a) *The President.*

It shall be the duty of the President to preside at all Conventions of the Association and meetings of the Executive Committee; to appoint scrutineers of ballots and to conduct the business of the Association in accordance with the By-Laws. In the absence of the President one of the Vice-Presidents shall be appointed by the meeting to preside. In the absence of all the Vice-Presidents, a Chairman pro tempore shall be elected by the meeting.

(b) *The Recording Secretary.*

The Recording Secretary shall keep a full and just record of the proceedings of the Association and Executive Committee.

(c) *The Corresponding Secretary.*

The Corresponding Secretary shall conduct all correspondence not assigned by the Executive Committee to other persons and shall give notice of the Conventions and meetings of the Executive Committee.

The Secretaries shall be present with their records at all Conventions and meetings of the Executive Committee and shall make such reports as shall be required by the Convention or Committee as the case may be. In the absence of either Secretary an Acting Secretary shall be appointed by vote of the Association or Executive Committee.

(d) *The Treasurer.*

The Treasurer shall be the custodian of all moneys of the Association; shall expend the same in accordance with the votes of the Association, or of the Executive Committee; shall keep an exact account of the receipts and disbursements of the Association, with vouchers for money paid out; shall deposit all funds of the Association in a chartered bank, in the name of the Association; shall make all payments by cheques signed by the Recording Secretary and