

He shall be responsible for conduct of all managers and assistant managers. He shall communicate to all coaches such decisions of the Governing Board as may concern them.

Sec. 5. He shall from time to time render written or oral reports of all matters in his charge and on request shall make such additional reports as the Board may desire.

Sec. 6. He shall have full charge of all correspondence of the Board and shall be responsible for the correspondence of any manager or assistant manager.

Sec. 7. It shall be his duty to protect all correspondence, documents and papers of the Board; shall permit none of them to be removed from the office; and shall maintain such filing system as shall make all matter available to the Board on demand.

Sec. 8. He shall enforce all eligibility rules either of the Board or of other constituted authorities.

Sec. 9. He shall call promptly to the notice of all Chairmen of Committees such matters as should receive their attention.

Sec. 10. He shall give a surety bond in the sum of \$10,000.00 for the proper accounting of all funds under his control, the premium of which shall be paid by the Board.

Article 6. - Order of Meetings.

The order of business at all meetings of the Governing Board shall be as follows:-

1. The roll call.
2. The reading of the minutes of the last meeting.
3. Unfinished business.
4. Reports of standing committees.
5. Reports of special committees.
6. New Business.

Article 7. - Management by Committees.

Sec. 1. The following shall be the standing committees of the Board:-

- A. Executive Committee.
- B. Football Committee.
- C. Track Committee.
- D. Hockey Committee.
- E. Minor Sports Committee.
- F. Finance Committee.
- G. Eligibility Committee.

Sec. 2. At the October meeting of the Board, the President shall announce the membership of the standing committees. These committees shall have charge of the particular branch of athletics or of management assigned to them, their acts, however, being subject to the approval of the Board. The committees shall meet as frequently as necessary upon notice by chairmen, and shall report their recommendations in writing to the Board.

Sec. 3. The managers and captains of the various teams shall be members of their respective committees with voting power.

Sec. 4. All matters involving the general athletic policy of the University shall be referred by the committees to the Board.