

15. In case, at any meeting, no member be present who is qualified to act as Chairman under the preceding section, a Chairman chosen by the members present shall preside.

16. The President may, in his discretion, appoint any member present at a regular meeting to take the chair in his place.

17. The Secretary-Treasurer shall keep full and correct minutes of the business transacted at all meetings of the Society, and shall record therein the names of the Officers present at every meeting and the number of members present, and shall report annually at the meeting held for the election of Officers, upon the general condition of the Society.

18. He shall be *ex officio* a member of all Committees, and shall act as their Secretary.

19. He shall arrange the business of the meetings and bring it before the Society in the order hereinafter prescribed.

20. He shall conduct all Society correspondence, and give due notice of all meetings of the Society.

21. He shall at every meeting read the minutes of the previous meeting.

22. In case of the illness or absence of the Secretary the Society shall appoint some member to perform his duties *pro tem*.

23. He shall receive and account for all the moneys belonging to the Society; and he shall be responsible for all moneys so received by him.