

direct; draw and sign all cheques; keep correct account of all receipts, disbursements and disposal of the funds, in such books and in such manner as the Council shall determine from time to time; prepare in due time the Annual Statement of Receipts and Expenditures, and the Balance Sheet named in the next section; and generally perform, under the supervision of the Council, such duties as appertain to the office of a Secretary-Treasurer.

#### AUDIT.

18. The Council shall, fourteen days before each annual meeting, deliver to the Auditors the Books of Account of the Institute, together with all vouchers, receipts, or other financial documents necessary to enable the Auditors to make a complete and satisfactory audit and report. Also a statement of receipts and expenditure and a Balance Sheet showing the assets and debts up to the last day of each fiscal year.

19. The Auditors shall examine the above, and either confirm the same or make a special report thereon, and such confirmation or report shall be read with the accounts at the annual meeting.

#### MEETINGS.

20. The Annual Meeting of the Institute shall be held on the third Thursday in February in each year, for the election of the officers named in section six of the Constitution, and subsequently of members, and for the transaction of general business.

21. The Institute shall further meet on the third Thursday of each month for the election of members, the transaction of general business, and the discussion of questions incidental to the profession.

22. Special meetings of the Institute shall be called after receipt of a requisition to the President, signed by not less than ten members, and at least one weeks notice, specifying the special business to be brought forward, shall be given of such meeting to all the members of the Institute.

23. Meetings of the Institute may be adjourned from time to time by a majority of those present entitled to vote and voting.