$$
\begin{aligned}
& \text { PRESIDENT. }
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No. 1.-The President shall be the Chief Executive officer of the whole Club and ex-officio chairman of all committees. On the arrival of the appointed hour the President or in her absence one of the Vice-Presidents, or in the absence of both a chairman pro tem, shall immediately take the chair, call the meeting to order and preside. She shall have a cast ing vote.

## SECRETARY.

No. 2.-It shall be the duty of the Secretary to conduct the correspondence of the Society and to preserve all letters received by her ; and at each meeting of the Club or Executive Committee she shal! report the correspondence and read such parts of it as may be required.

It shall be her daty to give due notice of the time and place of all meetings and to attend the same.

