

order of the President. He shall enter in separate books the minutes of the monthly meetings and those of Committee. He shall preserve all documents having reference to the Club. He shall also keep a book in which shall be inscribed the names of members of the Club, the date of their admission and that of their death and age. This book shall be called the Register of the Club.

#### DUTY OF THE ASSISTANT-SECRETARY.

ART. 36. In the absence of the Secretary, the Assistant-Secretary shall discharge the duties.

#### DUTIES OF TREASURER.

ART. 37. The Treasurer shall assist at all the monthly meetings and those of the Committee of management and the Special Committees. He shall receive all subscriptions, the entrance of each member. He shall keep a book and render a faithful account of all monies which he shall have on hands. He shall incur no expense without an authorization signed by the President and Secretary. He shall deposit all monies received on account of the Club in a Savings Bank, to the Club; and no sum of such deposit shall be withdrawn without an order signed by the President and Secretary of the Club. Every three months he shall furnish a detailed statement of the receipts and expenses, and shall make an annual report to the Club, subject to revision by the auditors, who must sign the same.

#### ORDER OF PROCEEDINGS.

ART. 38. The President shall take the chair at eight o'clock precisely, if there be a quorum. If at half-past eight there be not a quorum, the meeting shall be adjourned to the month following.