

She shall read to the Society such letters as refer to other than routine business, notify new members of their election, instruct them concerning fees, and forward their names and addresses to the Treasurer after each election. She shall keep a correct list of all members with their addresses, and shall prepare and present a written report of her work at the business meetings, and a summary of her year's work at the Annual Meeting.

The Treasurer shall receive, collect and hold receipt for the funds of the Society, disbursing the same by order of the Executive Committee. She shall sign and deliver membership-tickets, notify members in arrears of time-limit for payment of fees, order all stationery, and pay all postage. She shall give a monthly statement to the Executive Committee and to the Society at the business meeting, and shall present a complete report in writing, duly audited, at the Annual Meeting.

The Executive Committee shall conduct all routine business of the society; elect new members, and report to the society all business other than routine. It may make such standing rules as it finds necessary for its own governance, provided they do not in any way conflict with this constitution, and it shall have power to fill vacancies in its own body.

Article V.—MEETINGS

SEC. 1. The Annual Meeting shall be held on the third Tuesday in April.

SEC. 2. The afternoon-meetings shall be held throughout the season on the first and third Tuesdays at three-thirty o'clock.

The business meetings shall be held on the first Tuesday of November and the first Tuesday of February at three-thirty o'clock.

SEC. 3. The morning meetings shall be held throughout the season on the second and fourth Tuesdays at eleven o'clock.

SEC. 4. The Executive Committee shall meet throughout the season on the fourth Tuesday of each month.

SEC. 5. Meetings may be postponed or called at the discretion of the President.

SEC. 6. Five members shall constitute a quorum at all Executive Meetings; eight at all Business Meetings; and twelve at the Annual Meeting.