

3. At any meeting of the Council five members thereof shall constitute a quorum.

4. The Council shall have power to appoint committees for special purposes, and such committees shall report to the Council.

5. The Council shall present at the annual general meeting a report on the state of the Institute, in which shall be given an abstract of all the proceedings, and of the receipts and expenditures, during the year ending March 31st next before such meeting.

6. In the event of any office becoming vacant before the annual general meeting, by death or otherwise, the Council shall have power to fill the vacancy; and in the event of any officer being unable to perform his duties, the Council shall have power to relieve him from their performance, and appoint another to act in his stead.

## SECTION V.

### OF THE DUTIES OF OFFICERS.

1. The President shall have the general direction of the affairs of the Institute subject to the Regulations, preside at all meetings of the Institute or the Council at which he is present, and regulate and keep order in the proceedings.

2. The Vice-Presidents shall (in the order of their precedence) discharge these duties in the absence of the President.

3. In the absence from any meetings of the President and Vice-Presidents, the members present may elect one of their number to take the chair.

4. The Treasurer shall receive for or on account of the Institute all moneys payable to it, keep an account thereof, and deposit them forthwith in one of the Banks in the city of Toronto to the account of and for the use of the Institute, unless otherwise ordered by the Council. No money shall be paid out except by order of the Council.

5. The Secretary shall keep the seal of the Institute and send out the notices provided for in these Rules. He shall take minutes of all the proceedings of the Institute and of the Council, enter them in proper books, and read at each meeting the minutes of the previous meeting. Subject to the direction of the Chairman he shall bring before the meeting all business matters according to the order established in these regulations and conduct the correspondence of the Institute.

6. The Secretaries of Sections shall perform the like duties for the respective Sections, and shall, on or before the 20th day of April of each year, present to the Council a report on the work done by their Sections and the list of their members during the past year. If no such report be made, or if a Section have not held at least two meetings during the year, it shall, *ipso facto*, cease to exist.