

and to check all irregularity ; to impose Fines at his discretion, not exceeding *One Shilling* for each offence.

The Secretary is to keep a Book with a correct list of all the Members, by whom proposed, the time admitted and the sum paid ; he shall at each stated meeting of the Society, take a correct list of all the Members present and absent, and carefully insert all payments made and debts due by absentees ; in case of any extra meeting, he is to summon all Members that can possibly attend ; he shall keep a regular entry of all bye-laws or regulations of the Society from time to time ; he shall have charge of all Books and Papers of the Society ; he shall be a constant Member of the Committee of Charity, and shall aid and assist in entering all their proceedings in a Book for that purpose, and shall at every annual meeting of the Society in *February*, lay such Book before them, accounting for all relief granted to persons in distress during the year, with the present state of the persons so relieved, which, when approved by the Society, he will enter in their proceedings ; he will keep a public subscription Book, where the names of all charitable disposed persons who may think fit to subscribe for the benefit of the Charity will be entered, together with communications from the other persons of the Society authorized to receive Subscriptions or Donations. As the Secretary must necessarily devote much time and trouble to his duty, he shall be exempted from paying his Quarterly dues ; he shall be paid *Two Guineas* annually for his attendance on the Committee of Charity from the Funds ; he shall receive from each Member for the copy of the Rules and Constitution *Two Shillings* and *Six Pence*, and for every Certificate granted, *Five Shillings*.

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