

BY-LAWS
OF
The Canadian Society of Civil Engineers

AS PROPOSED TO BE AMENDED BY THE BALLOT CLOSING
28TH JANUARY, 1908.

NAME AND OBJECTS.

1. This Society shall be called "The Canadian Society of Civil Engineers."

Name of Society.

2. The term "Civil Engineer," as used in this Society, shall mean all who are, or have been, engaged in the designing or constructing of railways, canals, harbours, lighthouses, bridges, roads, river improvements or other hydraulic works, sanitary, electrical, mining, mechanical or military works, or in the study and practice of navigation by water or air, or in the directing of the great sources of power in nature for the use and convenience of man.

Definition of Civil Engineers

3. The objects of this Society shall be (1) to facilitate the acquirement and interchange of professional knowledge among its members, and (2) to encourage original investigation.

Objects of Society.

CONSTITUTION AND MEMBERSHIP.

4. The Society shall consist of Honorary Members, Members, Associate Members, Associates and Students. Honorary Members shall not be subject to fees or dues, and shall not be entitled to vote, unless they have previously been Members, in which case they shall retain the right to vote and hold office. Members and Associate Members shall be styled "Corporate Members." Associates and Students shall possess all the rights and privileges of Members and Associate Members, except the right to vote or to hold office.

Composition of Society.

Titles of Membership.

5. Any Honorary Member, Member, Associate Member, Associate or Student, having occasion to designate himself as belonging to the Society, shall state the class to which he belongs, according to the following abbreviated forms:—Hon. M. Can. Soc. C.E., M. Can. Soc. C.E., A.M., Can. Soc. C.E., A. Can. Soc. C.E., Stud. Can. Soc. C.E.

QUALIFICATION FOR ELECTION AS MEMBERS.**Qualification of Honorary Members.**

6. Honorary Members shall be distinguished men, eminent in Engineering or kindred sciences.

Qualification of Members.

7. Every candidate for election as Member must be at least thirty years of age, and must have been engaged in some branch of Engineering for at least ten years, which period may include apprenticeship, or pupilage in a qualified Engineer's office, or a term of instruction in some school of Engineering recognized by the Council. The term of ten years will be reduced to eight years in the case of any candidate who has graduated with honours in his Engineering course. In every case the candidate must have had responsible charge of work for at least five years, and this not merely as a skilled workman, but as an Engineer qualified to design and direct Engineering works.

Qualification of Associate Members.

8. Every candidate for election as an Associate Member must have been engaged in some branch of Engineering for at least five years, which period may include apprenticeship or pupilage in a qualified Engineer's office, or a term of instruction in some school of Engineering recognized by the Council. In every case the candidate must have held a position of professional responsibility for at least two years.

Qualification of Associates.

9. Every candidate for election as Associate shall be one whose pursuits, scientific acquirements or practical experience qualify him to co-operate with Engineers in the advancement of professional knowledge.

Qualification of Students.

10. Every candidate for election as Student must be at least sixteen years of age, and must present a certificate of having successfully passed an examination, equivalent to the final examination of a High School or the matriculation of an Arts or Science course, and must be pursuing a recognized course of instruction in some branch of Engineering, or be receiving a practical training in the profession. He shall not remain in the class of Student more than nine years.

MANNER OF ELECTION OF MEMBERS.

11. Honorary Members must be nominated by a unanimous vote of the Council, one month's notice having been given to the members of the said Council of the names of the nominees, and of the meeting at which it is proposed to make the nomination. The election of Honorary Members shall be by vote of the Members of the Society, given in the same manner as in the election of Members. The number of Honorary Members shall not, at any one time, exceed twenty.

Mode of election of Honorary Members.

12. The Secretary shall notify by letter the Honorary Member of his election, and shall request him to notify the Society of his acceptance of the same within six months. Failing such acceptance, his election will be void.

Notice of election of Hon Member.

13. Proposals for admission to the Society as Member, Associate Member or Associate (Form A in the Appendix), or for transfer from one class to a higher (Form B in the Appendix), shall contain a statement over the candidate's signature, of his age, residence, and the nature and term of his professional service, also an agreement to conform to the regulations of the Society if elected or promoted. The applicant shall give as references at least five Corporate Members, from whom the Council shall obtain satisfactory evidence in writing that they personally know the candidate, and that he is worthy of acceptance or promotion. The proposals for Students shall be signed by the applicant and the name of one Corporate Member given as reference.

Mode of election and promotion to several classes.

14. Election for any class, or for transfer, shall be by vote of the Members taken by letter ballot, according to a form prescribed by the Council, and such ballot shall be taken at the first ordinary meeting held after the lapse of at least twenty-five days from the date of mailing the notification. If ten per cent. of the votes cast be negative, the candidate shall be excluded, and in such case no record of the transaction shall be kept. Provided, however, that should the Council require that an examination be passed by any candidate for admission into the Society, or for transfer from one class into another, or should any candidate request to be admitted or transferred by examination, then the Council may admit or transfer the candidate thus, provided he pass such examination as the Council may prescribe.

Ballot.

15. On the election of a candidate, he shall be immediately notified by the Secretary (Form C in the Appendix). On receipt of

Notification of election.

the notification he must subscribe to the Constitution and By-Laws (in the terms set forth in Form D in the Appendix), and pay to the Treasurer the regular fees (see Articles 18, 19 and 19a) before he can be entitled to the privileges of membership. Should he fail to do so within six months from the date of the notification of his election, such election shall be void. Membership shall date from the day of the election.

Certificates of Membership.

16. All certificates of membership issued to Members are the property of the Society, and must be returned by any Member who has resigned, or whose name has been removed from the roll of membership, within one week of his receipt of notice of such removal or acceptance of resignation.

EXPULSION.

Expulsion.

17. Upon the written request of ten or more Corporate Members that for cause therein set forth a person belonging to the Society be expelled, the Council shall consider the matter, and if there appear to be sufficient reason shall advise the accused of the charges against him. He may, if he so desire, present a written defence, which shall be considered at a meeting of the Council of which he shall receive due notice. Not less than two months after such meeting, the Council shall finally reconsider the case, and if resignation has not been tendered or a defence made which is satisfactory to the Council, it shall then notify the person that he will be expelled in one month, unless he elect to appeal from this decision. Appeals shall be submitted to the Corporate Members by letter ballot in a form to be prescribed by the Council. The ballot shall be accompanied by a statement of the charges, and of the action of the Council thereon, with such information as it deems proper, and also the statement of the person making the appeal. The ballot shall be canvassed by the Council not less than twenty days after its issue. A majority of the ballots cast will be required to sustain the action of the Council. The Council shall notify the person and the Corporate Members of the result of the ballot. In case no appeal be made, the Council shall expel the person, and notify him and the Corporate Members of its action.

DUES.

Definition of resident and non resident Members.

18. Members, Associate Members, Associates and Students who reside within fifty miles of the headquarters of the Society shall be deemed resident; those who reside beyond the limit of fifty miles shall be deemed non-resident.

19. Each resident Member shall pay \$10.00, and each non-resident Member, \$8.00 per annum. Each resident Associate Member shall pay \$8.00, and each non-resident Associate Member, \$6.00 per annum. Each Associate shall pay \$10.00 per annum. Each Student shall pay \$2.00 per annum. Non-resident Student Members who are also active members of an Engineering or Scientific Society in any University or Engineering school in Canada may, with the approval of the Council, have one dollar of the above fee remitted to them. Persons elected after six months of any fiscal year shall have expired shall pay only one-half of the amount of dues for that fiscal year.

Annual fees.

19a. Associate Members, upon admission to the Society, shall pay a fee of \$10.00. Members, upon admission to the Society, shall pay a fee of \$20.00. Associate Members, upon transfer to the Class of Member, shall pay an additional fee of \$10.00. Students upon being transferred to the Class of Associate Member shall pay a fee of \$10.00. This By-Law shall not apply to those who become Corporate Members of the Society under the provisions of the Quebec Act.

Admission and Transfer Fees.

20. Every person admitted to the Society shall be liable for all dues until he shall have signified to the Secretary, in writing, his desire to withdraw, when, if his dues have been fully paid up, his name will be omitted from the list of membership.

Resignation.

21. All annual subscriptions shall become due on the first day of January in each year for the year then commencing, but no Member shall be considered in arrears for any year until after the thirty-first day of May of that year. It shall be the duty of the Secretary to notify each Member of the amount due for fees, including those for the ensuing year, at the time of giving notice of the Annual Meeting.

Annual Fees due on Jan 1st.

21a. On the first of July of each year, interest amounting to two and one-half per cent. shall be added, and on each succeeding first of January and first of July until the said fees be paid. This interest shall be collectable in the same manner as the annual fees.

Interest.

22. No Member or Associate Member who is in arrears for dues shall be allowed to vote. Any person admitted into the Society, who shall refuse to pay any dues, or who shall neglect the same for six months after notice thereof shall have been issued (Form C in the Appendix), may, by a vote of the Council, be struck from the roll of membership.

Members in arrears have no vote.

Reinstatement
on roll of
Membership.

23. Any Member who, for non-payment of dues, has been struck from the roll of membership, may again, if the Council approve, join the Society on payment of all arrears, and on payment of such entrance fee as may hereafter be agreed upon.

Change in
amount of
Annual Fees.

24. The amount of the annual dues to be paid for the support of the Society may be changed from time to time at the Annual General Meeting of the Society, provided that notice of intended action thereon shall have been given to the Members two months previously by circular. No alteration in the amount of said fee shall apply to the fiscal year during which it is made, but shall take effect on and after the first day of January next succeeding the date of such alteration. Those who become resident or non-resident by removal of residence shall be subject to the dues of the class to which they belong at the date of the Annual Meeting, as may be shown by the records of the Society, or by written notice to the Secretary.

Compounding
of Fees.

25. Any Member may compound his fee and become a Life Member on payment of a sum of \$150.00, which is to be invested by the Council, the interest only to be used for current expenses.

Exemption
from payment
of dues.

26. The Council may, for sufficient cause, exempt from payment of annual dues any Member distinguished in his professional career, who from ill-health, advanced age, or for other good reason assigned does not continue to carry on a lucrative practice, and is unable to pay such dues. The Council may remit the whole or part of any arrears, or accept in lieu thereof desirable additions to the Library and Museum.

OFFICERS.

Officers.

27. The officers of the Society shall consist of a President, three Vice-Presidents, a Secretary and a Treasurer or a Secretary-Treasurer, the last three surviving Past Presidents who continue to be Members, who shall be styled Honorary Councillors; and twenty Councillors. Of the twenty Councillors elected, at least eight shall be representative of the four sectional departments of engineering, not less than two for each section having been nominated as such. Of these representatives of sections at least one for each section must be resident at headquarters.

COUNCIL.

Composition
of Council.

28. There shall be an elective Council, consisting of the President, Vice-Presidents and Councillors, together with Honorary Councillors and a Secretary and Treasurer or a Secretary-Treasurer, if so elected. Of this Council five shall constitute a quorum. The Members of Council shall retain their position until their successors have been appointed.

SECTIONS.

28a. There shall be four sections of engineering in the Society, viz.: Electrical, Mechanical, Mining and General. At its first meeting after the Annual Meeting, the Council shall name for each section a Chairman and a Vice-Chairman, both of whom shall be members of Council and at least one resident at headquarters, to hold office for one year from the first day of June next following. Each section may at its first meeting appoint a member, associate member or student to act as recording secretary at all meetings of the section during the year. The several sections are empowered to extend the privileges of their meetings under such conditions as they may prescribe to engineers not members of the Society, or other persons interested in engineering. The papers read and discussed by each section shall be published in the Society's transactions, if approved by the Committee on papers

Sections.

MANAGEMENT.

29. The President or, in his absence, one of the Vice-Presidents, or, in their absence, a Member of Council, shall preside at all meetings of the Society. In the event of the absence of the President and of all the Vice-Presidents and Members of Council, the meeting may select any member as Chairman. The Sectional meetings shall be presided over by the Chairman or Vice-Chairman of the Section or in their absence, by a member of the Society.

Chairman of
Society
meetings.

30. The Secretary shall keep an accurate record of the transactions of the Society and of the Council. He shall also keep a correct roll of Members' names, with their addresses and dates of their admission. He shall conduct the correspondence of the Society, give notice of all meetings, supervise the printing and, under the direction of the Council, edit the transactions of the Society.

Duties of
Secretary.

31. The Treasurer shall have charge of the funds of the Society, shall receive all money and pay all accounts and orders approved of by the Council, or by the Finance or Library and House Committee. He shall also deposit and invest the Funds of the Society in its name, and always with the approval of the Council. All accounts exceeding \$10 shall be paid in cheques, which shall be signed by the Treasurer and countersigned by one member of the Finance Committee.

Duties of
Treasurer.

32. The Council shall have general supervision of the affairs of the Society, shall prepare by-laws, shall approve and classify candidates before submitting their names to ballot, shall fill up vacancies as they occur amongst its members, shall apply funds in the treas-

Duties of
Council.

ury, shall recommend the amount of appropriations for specific purposes, and shall present a report on the affairs of the Society, embracing the report of the Treasurer, at the Annual Meeting. In no case shall the Council incur any expenditure for extraordinary purposes unless previously authorized to do so at the Annual Meeting or at a special general meeting.

Meetings of Council.

The Council shall meet as often as the business of the Society may require.

Composition and Duties of Standing Committees.

33. The Council shall meet within one week after its election, and shall appoint, firstly, a standing committee of five on Finance, which shall have supervision of the accounts of the Society; secondly, an Auditor, who shall audit the books of the Treasurer and shall certify to his Annual Report; and, thirdly, a Library and House Committee of five, which shall have supervision of the rooms and library, and shall expend for the purchase of books or other articles of permanent value to the Society such sums as may be granted for that purpose. The Council shall also appoint a Secretary, and a Treasurer or a Secretary-Treasurer, and such subordinate officers as may be necessary for the proper conduct of the business of the Society at such salaries as it may deem fit. All officers having the funds of the Society in hand shall be required to give adequate bonds. The Secretary and Treasurer or the Secretary-Treasurer may, if so elected by the Council, have a seat and vote thereon.

34. Three members of a standing Committee shall constitute a quorum thereof. Any member of a standing Committee who shall have failed to attend all regularly called meetings of the Committee during two months may be replaced by a vote of the Council.

NOMINATING COMMITTEE.

35. A Committee of nine Corporate Members shall be elected annually, and these, together with the last three surviving Past Presidents, shall constitute the Nominating Committee.

Election of Nominating Committee.

36. The Secretary shall send to all Corporate Members—at the same time that he sends the list of members nominated for office—a form of ballot (Form Z), for the election of the elective members of the Nominating Committee. The Corporate Members shall elect representatives on the Nominating Committee as follows: Those resident in Newfoundland, Nova Scotia, Prince Edward Island and New Brunswick, one member; those resident in the Province of Quebec, two members; those resident in the Province of Ontario, three members; those resident in Canada to the north and west of

the Province of Ontario, two members; and those living outside of Canada or Newfoundland, one member, who shall be resident at headquarters.

The ballot for the election of members of the Nominating Committee shall be returned to the Secretary of the Society with the ballot for election of officers, and shall be examined and reported on by scrutineers appointed at the same time and in the same manner as the scrutineers of the ballot for the election of officers.

The member or members for each district receiving the greatest number of votes shall constitute the elected part of the Nominating Committee. In the event, however, of any member so elected refusing to act, the member having the next highest number of votes shall be elected. If for any reason any of the above named representatives should not be elected, the vacancies thus arising shall be filled by ballot at the current Annual Meeting.

37. Within sixty days of the date of its election the Committee shall elect a Chairman in the following manner: Each member shall send his vote in a sealed envelope with his signature on the outside and endorsed "Chairman of Nominating Committee" to the Secretary of the Society, whose duty it shall be to place all the votes received before the Council at its first meeting after the expiration of the above term. The Council shall open the ballots and through the Secretary notify the members of the Committee of the result of the election for Chairman. Should the Committee fail to elect a Chairman within the sixty days' limit, the Council shall make the appointment and notify the Committee thereof.

Election of
Chairman
Nominating
Committee.

37. (a) The Chairman shall, within thirty days after formal notification of his election, furnish each member of the Committee with a ballot form upon which is to be written the name of one Corporate Member for President, three for Vice-Presidents, and fifteen for Councillors, of which last, two must be specifically nominated as representatives of each of the four sectional departments. The members of the Committee must sign their ballot papers, and these are to be kept on file by the Chairman subject to the instructions of the Council. The Chairman shall then call a meeting of the Committee, of which three members shall form a quorum, and which shall, from the ballots received as above, prepare a list containing thirty-six or more names of Corporate Members eligible for office; one for President, who must previously have served as Vice-President, five for Vice-Presidents, of whom at least three shall not previously have held that office, and thirty or more for Councillors,

Duties of
Chairman of
Nominating
Committee
and of Members
thereof.

of which at least twelve shall be resident at headquarters, and of these twelve not less than two must be nominated as representatives of each of the four sectional departments. Two at least of the Corporate Members residing outside of the headquarters district shall also be nominated as representatives of each of the sectional departments. Selection of representatives of each of the sectional departments shall be made from amongst those members who are or have been engaged in teaching or in the actual practice of the special branches of engineering which it is proposed they shall represent.

Eligibility of
Members for
Office.

37. (b) The Chairman shall ascertain from the books of the Society the eligibility of each member proposed for office. He shall then obtain in writing from each nominee his consent to be placed in nomination. If any of the nominees are found to be ineligible, or fail to give their consent to be placed in nomination, their names shall be removed and the list completed from those having the highest number of votes on the remainder of the list. After the list of nominees has thus been completed, the Chairman shall send a copy thereof to each member of the Committee for his approval and signature. The list must be signed by a majority of the said Committee. The nomination list shall then be sealed and endorsed "Nomination for Officers of the Society," and forwarded to the Secretary not later than the 1st of October of the current year, and opened at the first subsequent meeting of the Council.

Report of
Nominating
Committee.

ELECTION OF OFFICERS.

Ballot for
Election of
Officers, &c.

38. A copy of the Nominating Committee's list shall be printed and sent out to all Corporate Members of the Society not later than the 1st of November, and returned to the Society on or before 12 o'clock noon on the first day of the Annual Meeting.

Additional
nominations
for Officers, &c.

39. Any twelve Corporate Members—of whom not more than four may be Associate Members—may present to the Council on or before the 1st day of December, a list of names proposed by them for officers, such list to be accompanied by the nominees' acceptance of nomination in writing. A copy of such list shall also be sent by the Council to each Corporate Member not later than the following fifteenth of December.

Designation
of Nomination
Lists.

40. The list issued by the Nominating Committee shall be headed as such, and at the head of any other nomination list issued, there shall be printed the names of its nominators. Voters may erase names from the printed ballot lists and may substitute the name or names of any other person or persons eligible for any office.

41. Should any member who has given his consent to the Nominating Committee for nomination to any office wish to withdraw such consent, he must do so in writing not later than the first of October of the current year.

Withdrawal of consent.

42. The officers shall be elected by a majority of votes taken by sealed letter ballot. This ballot shall be closed at 12 o'clock noon on the first day of the Annual Meeting. The report of the scrutineers shall give the names of all officers elected, and the number of votes cast for each. In case two or more members shall have received an equal number of votes for any one office the choice between such shall be made by ballot at the said Annual Meeting. The number of votes cast for any member as Vice-President not being sufficient to elect him to that office shall be counted in his favor as a candidate for election as a Member of Council.

Closing of Ballot and Election of officers.

43. Any member may vote for the same person for the offices of President, Vice-President, or Member of Council, provided always that, should any member be elected to more than one office, he must choose which he shall hold, and the vacancy thus arising shall be filled by the member or members who received the next highest number of votes after those already elected to said office or offices.

Members elected for more than one office.

44. The Secretary shall make from the signatures on the outer envelope a list of the voters from whom ballots are received, which list shall be open to the inspection of Corporate Members. A voter may withdraw his ballot, and may substitute another at any time before the polls close.

List of Voters.

45. At the Annual Meeting, the Scrutineers of the ballot for the election of officers, and of the elective members of the Nominating Committee, may, with the consent of the Meeting, be named by the Chairman. If they are not thus named, they shall be elected by ballot at the Meeting.

Appointment of Scrutineers.

MEETINGS.

46. The Annual Meeting for the election of officers shall be held on the second Tuesday in January, or on such other day in January as the Council may direct. The Council shall lay before the meeting a report of the standing of the Society, with a statement by the Treasurer, certified by the Auditor of the funds of the Society, and the receipts and payments during the year ended on the 31st December preceding. Also a list of the meetings held by the Council and the names of those present at each meeting. At such Annual Meetings, fifteen Corporate Members shall constitute a quorum. A notice of twenty-one days shall be required for an Annual Meeting.

Annual Meeting.

Annual Report.

**Special
General
Meeting**

46. (a) Special General Meetings of the Society may be called by order of the Council for the transaction of special business. The quorum at a Special General Meeting shall be fifteen Corporate Members. A notice of twenty-one days shall be given for a Special General Meeting.

**Ordinary
Meeting**

46. (b) Ordinary meetings of the Society or of one of the Sections thereof shall be held on such Thursdays as may be arranged by the Council at eight-fifteen o'clock in the evening during the months of October, November, December, January, February, March and April; but it shall be in the power of the Council or of an ordinary meeting to make such special changes in these dates as may be deemed advisable. Eight Corporate Members shall constitute a quorum.

**Order of
Business.**

The business of an ordinary meeting shall be transacted as nearly as possible in the following order:—

(a.) The minutes of the preceding meeting to be read, approved and signed by the Chairman and Secretary.

(b.) Business arising out of the minutes to be discussed.

(c.) Appointment of Scrutineers and opening of ballot for election of Members.

(d.) Communications from the Council to be considered.

(e.) New business to be proposed and notices of motion to be given.

(f.) Original papers may be read and discussed.

**Students'
Meetings.**

46. (c) Students' meetings shall be held at such dates as shall be determined by Council, and of which due notice shall be given.

**Change in
rules or special
expenditure
requires notice
of motion.**

47. The expenditure of any funds, for which a vote is necessary, shall not be authorized unless notice of motion has been given not less than four weeks previously to such vote being taken, so that the Secretary shall have time to notify all Corporate Members.

PAPERS.**Papers**

48. All papers must be forwarded to the Secretary of the Society, when they will be examined by the Council, and, if deemed of sufficient interest, copies shall be made and sent to every branch of the Society. Such papers may be read and presented for discussion at all branches at the same time as at the headquarters of the Society.

or as soon thereafter as practicable. A report of the discussion at the branches shall be forwarded to the Secretary of the Society within one week after the day fixed for the reading by the Society.

49. The papers shall be the property of the Society, and no publication of any papers or discussion shall be made, except by the Society or with permission of the Council.

Papers the property of the Society.

AMENDMENTS TO BY-LAWS.

50. New by-laws or alteration or repeal of existing by-laws shall be made in the following manner:—Notification of proposed new by-laws or of alteration or repeal of existing by-laws shall be given to the Council, signed by at least ten Corporate Members, not later than three months before the date of the Annual Meeting.

Mode of Amending By-Laws.

The Council shall issue notice of the proposition, specifying the particular new by-law or alteration or repeal of any existing by-law which may be thus recommended, and submit the same to vote by letter ballot, not less than two months before the Annual Meeting, the ballot to be taken on or before the date of the Annual Meeting, and not less than two-thirds of the votes cast shall be required to effect any change. The Council may also propose new by-laws, or alterations, or repeal of existing by-laws, and may submit the same to vote by letter ballot as above.

BRANCHES.

51. A local branch of the Society may be established under the authority of the Council at the request of not fewer than ten Corporate Members, who are desirous of forming themselves into such local branch in any place not less than one hundred miles from the headquarters of the Society. The Members of such branches shall consist of those who join from time to time. The establishment of a branch shall not release Members from any of their obligations to the Society, whether as regards fees or membership in any class.

Branches.

52. Local branches, although formed strictly of Members of the Society, shall be distinguished by the name of their locality, as, for example, "The Toronto Branch of the Canadian Society of Civil Engineers."

Name of Branches.

53. The officers of local branches shall be a Chairman and Secretary-Treasurer, who shall be elected by the Members of the Branch.

Officers of Branches.

Election of
Members of
Local Branches

54. Corporate Members of local branches must have been elected by the Society in the usual way, but local branches may have the option of admitting to their meetings persons not members of the Society, under such regulations as such local branches may make. Members of branches elected in this way shall be called " Associates of the.....branch."

Fees of
Members of
Branches.

55. Corporate Members of a local branch shall pay to the Society the ordinary fees for non-resident members, and the Society shall remit to the branch on application of its Secretary-Treasurer, the sum of two dollars for each Corporate Member of the said Local Branch who resides within a radius of fifty miles of the headquarters of the said branch and who has paid his fees for the current year. The Society shall not be liable for any expenses incurred by a branch.

Meetings of
Branches

56. Local branches may arrange to have the papers of the Society read before them at any time not earlier than one week after they have been read at headquarters, and the discussion may be sent to the Secretary of the Society for presentation at headquarters, and for publication in the transactions, if approved by the publishing Committee.

Rules for
Branches.

57. In by-laws, rules of order, etc., and in particulars not specially referred to, the branches shall conform to the methods and rules adopted by the Society.