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By-Laws, Rules and  
Regulations . . . .

of

British Columbia Anti-Tuberculosis  
Society.



Made and adopted the 20th day of June, A.D. 1918,  
pursuant to Section 5, Chapter 2, Statutes of  
British Columbia, 1907.

*(All previous By-Laws rescinded.)*

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ARTICLE I.

NAME OF SOCIETY.

1. The name under which this Society is incorporated is the "BRITISH COLUMBIA ANTI-TUBERCULOSIS SOCIETY."

ARTICLE II.

OBJECTS OF THE SOCIETY.

1. The Society shall have as its objects the prevention and treatment of Tuberculosis, including the establishment and maintenance of hospitals and sanatoria throughout the Province for the reception and care of persons afflicted with said disease.

ARTICLE III.

APPLICATION OF INCOME AND PROPERTY.

1. The income and property of the Society, whencesoever derived, shall be applied solely towards the promotion of the objects of the Society as set forth in Article 2 hereof, and the same or any portion thereof shall not be paid or transferred, directly or indirectly, by way of dividend, bonus, or otherwise howsoever, by way of profit to the members of the Society; provided that nothing herein contained shall prevent any payment in good faith of interest not exceeding current rates on any loan advanced by members of the Society to promote the objects thereof, or of remuneration to any professor, lecturer, officer or servant of the Society, or to any member or other person in anywise howsoever connected with the Society or undertaken by the authority of the Board of Directors to promote the objects of the Society.

## ARTICLE IV.

## ACCOUNTS.

1. True accounts shall be kept of the sums of money received and expended by the Society showing the matter in respect of which such receipt and expenditure takes place, and of the property, credits and liabilities of the Society, and, subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the laws of the Society, shall be open to the inspection of the members. Once at least in every year the accounts of the Society shall be examined by a properly qualified auditor, as provided in Article 21 hereof.

## ARTICLE V.

## DEEDS AND INVESTMENTS.

1. All property shall be invested in the name of the Society. Deeds, securities and other documents shall be inventoried by the Secretary, shall be in the custody of the Treasurer, and shall be deposited with the Society's bankers, subject to the order of the chairman of the Board of Directors and Treasurer. Such documents, together with the inventory, shall be produced annually to the Auditor. The Board of Directors shall cause to be paid to the Treasurer all rents, dividends and interest; and moneys thus paid and received shall form part of the income of the Society.

2. Any surplus income may, in the discretion of the Board of Directors, subject to the sanction of the Governors, be placed to capital account.

3. So much of the funds of the Society as may not be required to meet the accruing liabilities shall be invested in the name of the Society in such ways as recommended by the Board of Directors and approved by the Governors.

4. Moneys received from every source whatsoever shall be applied to the purposes of the Society in such ways as the Board of Directors may, in their discretion, direct, subject to the proviso contained in Section 13 of Article 16 hereof, and provided, however, that due regard be paid to the wishes of any person giving funds to the Society.

5. All deeds, instruments, agreements and documents requiring the seal and executed on behalf of the Society may be in such form and contain such powers, provisos, conditions, covenants, clauses and agreements as the Directors shall think fit, and, in addition to being sealed with the seal of the Society, shall be signed by two Directors and countersigned by the Secretary or such other officer as the Directors from time to time appoint: Provided, however, that on the sale of any of the Society's real property, the sanction

by resolution of the Governors to the use of the seal has first been obtained at a special meeting of the Governors called for that purpose.

6. All bills of exchange, promissory notes or other negotiable instruments shall be accepted, drawn, made or indorsed for and on behalf of the Society by one Director and countersigned by the Treasurer, and all cheques or orders for payment shall be signed by one Director and countersigned by the Treasurer; provided that the Directors may by resolution, signed by a majority, authorize any other person or persons to execute such instruments.

7. Cheques or other negotiable instruments paid to the Society's bankers for collection and requiring the indorsement of the Society, may be indorsed on its behalf by the Treasurer, or such other officer as aforesaid. All moneys belonging to the Society shall be paid to such bankers as the Directors shall from time to time think fit; and all receipts for money paid to the Society shall be signed by the Treasurer or such other officer as aforesaid; and such receipts shall be an effectual discharge for the money therein stated to be received.

## ARTICLE VI.

### WINDING UP.

1. If upon the winding up or dissolution of the Society there remains, after the satisfaction of all debts and liabilities, any property whatsoever, the same shall not be paid to, or distributed among, the members of the Society, but shall be given or transferred to some other institution or institutions having objects similar or cognate to the objects of the Society, such institution to be determined by the members of the Society in meeting assembled at or before the time of dissolution, or in default thereof, by some one Judge of the Supreme Court of British Columbia, and if and so far as effect cannot be given to such provision, then to some charitable object of a non-sectarian character.

## ARTICLE VII.

### BRANCH SOCIETIES.

1. For the wider diffusion of the benefits of the Society, members may form themselves into separate bodies, to be styled Branch Societies. Such Branch Societies shall be so constituted, and shall have such powers and privileges, and shall be subject to such obligations as may from time to time be determined by the Board of Directors; but in all cases such Branch Societies shall submit an annual report of their work to the Honorary Secretary within fourteen days after the closing of the Society's financial year.

## ARTICLE VIII.

## THE FINANCIAL YEAR.

1. The financial year of the Society shall commence on the first day of January in each year.

## ARTICLE IX.

## MEMBERS.

1. The ordinary members of the Society shall consist of persons who subscribe and pay a sum of not less than one dollar per annum to the funds of the Society.

2. Life members shall consist of persons who subscribe a sum of not less than \$25 at one time to the funds of the Society.

3. Persons who subscribe as ordinary members, if they desire to be entered upon the books of the Society as such, must notify the Secretary to that effect in writing.

4. Ordinary members shall be entitled to membership privileges for one year from receipt of their subscription, and this membership, at the expiration of that period, shall ipso facto cease until their subscription is renewed: Provided that ordinary members may pay their subscriptions for any number of years in advance: Provided further, however, that, unless distinctly so stated to the contrary in writing to the Secretary, all moneys received by way of subscriptions shall be deemed to be subscriptions for one year from date of receipt.

## ARTICLE X.

## MEETINGS OF MEMBERS.

1. The Board of Directors or the Honorary Secretary may convene a general meeting of the Society at any time, and the Honorary Secretary may convene a general meeting if and whenever not less than 25 members of the Society shall make a requisition to the Honorary Secretary to that effect, signed by all the members demanding the same, and setting forth the resolutions proposed to be put before such meeting, and the proposed place and date of such meeting; Provided, however, that such requisition must be received by the Honorary Secretary at least 30 days prior to such proposed date.

2. All other members of the Society shall be notified by advertisement in one or more daily papers published in the Province of British Columbia, such advertisement to contain the time and place of such meeting and short

statement of the nature of the business to be transacted thereat. Such advertisement shall appear for at least one week in the paper or papers determined upon, and the meeting shall be held at least ten days from the date of the last appearance of such advertisement.

3. Fifteen members at least must be present, either in person or by proxy. To form a quorum 10 members must be present in person and 5 by proxy. If within half an hour from the time appointed for the meeting, a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved; in any other case it shall stand adjourned to the same day in the next week, at the same time and place, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

4. Members may vote by proxy.

5. The Honorary Secretary for the time being shall be Secretary of such meetings.

## ARTICLE XI.

### SUBSCRIPTIONS.

1. Every member, other than a life member of the Society, shall pay a subscription of \$1 per annum, and such payment shall be governed by the provisions of Article 9.

2. No member shall be entitled to any of the privileges of membership while his subscription remains overdue.

## ARTICLE XII.

### GOVERNING BODIES.

1. The supreme control and government of the property and affairs of the Society shall be vested in a governing body, the members of which shall be called Governors. Governors shall consist of Life Governors and Annual Governors, as hereinafter mentioned.

## ARTICLE XIII.

### HONORARY OFFICERS.

1. There shall be the following honorary officers of the Society, viz.:
  - (a) Patrons.
  - (b) Hon. President
  - (c) A President.
  - (d) A Vice-President or Vice-Presidents.
  - (e) A Treasurer.
  - (f) A Secretary.



2. These honorary officers shall be elected by the Governors from the members of the Society as hereinafter mentioned, but a Patron need not be a member of the Society.

3. It shall be within the powers of the Governors to add to the number of honorary officers.

4. The Honorary officers of the Society shall be for the time being ex-officio Governors, save the Honorary Secretary and Honorary Treasurer.

## ARTICLE XIV.

### GOVERNORS.

1. The persons now constituting the governing body of the Society shall remain Governors for the same periods respectively as they would have remained had these By-Laws not been made.

2. There shall be two classes of Governors, viz. :—

- (a) Life Governors, i.e., Governors for the period of life; and
- (b) Annual Governors, i.e., Governors for the period of one year.

3. The following shall be the qualification of Governors, viz. :—

- (a) Any person who at any time shall have subscribed the sum of one hundred dollars (\$100.00) or upwards to the funds of the Society shall be constituted a Life Governor; and every person who subscribes the sum of ten dollars (\$10.00) annually to the funds of the Society shall be constituted an Annual Governor.
- (b) Every person bequeathing a legacy to the Society of one hundred dollars (\$100.00) or upwards, may by his or her will nominate a Life Governor, who shall be appointed by the Board upon payment of said bequest; and in the event of no such nomination having been made, the executors may name one of their number, who shall be appointed a Life Governor.
- (c) Branch Societies in good standing and having a membership of over twenty-five shall be entitled to nominate one Annual Governor; and for every additional fifty members they shall be entitled to nominate one Annual Governor.
- (d) Branch Societies in good standing and having a membership of less than twenty-five shall be entitled to nominate one Annual Governor for every \$50.00 subscribed.

- (e) The employees of any factory, cannery, shipyard, store or work shop, and the members of any religious, friendly, benevolent, trades or other society, subscribing to the funds of the Society in the sum of \$50.00 or more in one year, shall be entitled to nominate one of their number for every \$50.00 subscribed as an Annual Governor for the year following the date of the payment of such subscription.
- (f) Municipalities making a grant of \$100.00 or upwards shall be entitled to nominate an Annual Governor for each year for which the subscription is paid, and for every donation of \$5,000.00 subscribed shall be entitled to nominate a Life Governor.
- (g) Business corporations or partnerships subscribing to the funds of the Society shall be entitled to nominate an Annual Governor for every \$100.00 subscribed; and for every donation of \$5,000.00 subscribed shall be entitled to nominate a Life Governor.
- (h) Any number of ordinary members who are not members of a Branch Society, who together subscribe a sum amounting to \$100.00 or upwards, shall have the right to nominate one of their number as a Life Governor, provided that a requisition in that behalf shall be forwarded to the Secretary, signed by the subscribers, stating the amounts individually subscribed and the name of the proposed Life Governor.
- (i) Provided further, however, that an Annual Governor shall be entitled to all the privileges of a Governor from the date of his appointment until the date of the next annual general meeting of the Governors, and during such meeting and from thence on until the date of the next annual general meeting, but such Governor shall not be entitled to vote or take part in such last-mentioned annual meeting.
- (j) All persons who are now constituted Life Governors or Governors of the Society, and all persons who may become qualified as such, shall be entitled to vote at the annual general meetings for the election of Directors, and at all general meetings of the Society.
- (k) The names of all Life Governors shall be printed annually with the reports of the Institution, and the names of the Annual Governors during the continuance of their subscriptions.

- (l) Provided always that any person who shall be a citizen of any country with which Canada is at war shall ipso facto cease to hold office as or be qualified to become a Governor, Director or member of this Society.
4. The appointment of Governors shall run in all cases from the date of the receipt by the Society of their subscriptions entitling them to act as Governors: provided, however, that:
- (a) In case of nomination of Annual Governors, it shall run from the date of the receipt of such nomination by the Secretary.
  - (b) In cases where a requisition is necessary as hereinbefore mentioned, it shall run from the date the Secretary notified the subscribers of the appointment being made as requested.
  - (c) In the case of bequests and a nomination being made by will, it shall run from the date of the probate of the will of the deceased, and where no appointment is made by will, the trustees or executors shall have the power to nominate one of their number or any other person for the position of Governor.

## ARTICLE XV.

### MEETINGS OF GOVERNORS.

1. A general meeting of the Governors shall be held on the third Tuesday in February of each year, but if such day shall be found inconvenient then a meeting shall be called and held at such time and place as the Directors shall determine, and such meeting shall be for the purpose of receiving the reports of Branch Societies, of the Board of Directors, of the Honorary Treasurer, of the Honorary Secretary, of the Auditor, of the Medical Superintendent and of the Manager of the farm, presentation of balance sheet for the past year, and such other reports as may be presented to the meeting, and of electing the Honorary Officers and such persons to the Board of Directors of the Society as may be required by the By-Laws, and of transacting such other business as may be brought before the meeting.

2. A special meeting of Governors shall be summoned at any time, at the request of the Board of Directors, or at the request of *ten* Governors, by application to the Secretary in writing, stating the nature of the business desired to be discussed.

3. Every meeting of Governors shall be summoned by a circular letter addressed to each Governor, stating the time and place of such meeting at least ten days before the meeting. The business to be transacted at any special meeting shall be stated in the circular letter, and no business other than stated in such circular letter shall be considered by such special meeting.

4. At all meetings of the Governors the President, or in his absence, the Vice-President, shall occupy the chair; otherwise the chairman shall be elected by a majority of the Governors present.

5. At every meeting of the Governors each Governor shall be entitled to one vote upon every matter where a vote is taken, and to one additional vote for every additional donation of \$1,000.00, provided that in no case shall the number of votes to be acquired by any Governor exceed five.

6. At every meeting of the Governors the names of the Governors who are present shall be recorded, and before any business shall be considered at any meeting the minutes of the previous meeting shall be read by the Secretary, or, in his absence, by some other person, and signed by the Chairman, if approved.

7. At all meetings of the Governors every speaker shall address the Chairman, who shall decide on all points of order. Points of order, and the procedure to be followed at meetings of Governors, shall, when no provision thereupon is mentioned in this Article, be determined in accordance with the British Columbia Parliamentary Rules and Practice.

8. Governors may vote at all meetings by proxy, but in order to constitute a quorum, five Governors at least must be present in person.

9. A minute-book shall be kept and proper entries made therein of all business transacted at every meeting of the Governors.

10. The Honorary Secretary for the time being shall be Secretary to the Governors.

11. A resolution in writing, signed by all the Governors, shall have the same force and effect as if passed by a regular and properly constituted meeting of the Governors.

## ARTICLE XVI.

### THE BOARD OF DIRECTORS.

1. The persons now constituting the Board of Directors shall remain Directors until a new Board is elected under these By-laws.

2. The Board of Directors shall consist of sixteen persons in addition to the honorary officers hereinbefore mentioned, ten of whom shall be elected by the Governors, four appointed annually by the Lieutenant-Governor in Council, and two appointed annually by the Union of Municipalities of British Columbia.

3. At every annual general meeting of the Governors to be held after the passing of these By-laws, five of the elected Directors shall retire from office. The Directors to retire shall be those who have been longest in office

since their last election. As between Directors of equal seniority in office the Directors to retire shall be elected amongst them by lot. A retiring Director shall retain office until the dissolution of the meeting at which his successor is elected. A retiring Director shall be immediately or at any future time eligible for re-election.

4. The Board of Directors shall meet ordinarily at least once every quarter of the year, at such place and on such date as it sees fit. A Chairman shall be elected by a majority of the Board present at the first meeting in each year held after the meeting of the general meeting of Governors. At this first meeting the Board of Directors may elect such committees as it may see fit.

5. Three members of the Board of Directors shall form a quorum. At every meeting of the Board of Directors the names of the members who shall be present shall be recorded. At the ordinary quarterly meetings, before any business shall be considered the minutes of the previous ordinary meeting shall be read, and, if approved, confirmed and signed by the Chairman. At the ordinary quarterly meetings there shall be placed before the Board such reports as the Board may wish it to receive.

6. If required by the Chairman, propositions shall be reduced to writing and signed by the proposer thereof.

7. The Board of Directors, subject to these By-laws, shall arrange for the establishment and maintenance of such Sanatoria as may by the Board be deemed advisable.

8. The Board of Directors may appoint a Medical Superintendent, who shall be duly registered under the Medical Act, and may appoint an Assistant Secretary, a Matron, and such other assistants as may be required.

9. Any vacancies occurring on the Board of Directors, or among the honorary officers, may be temporarily filled up by the Board of Directors.

10. The amount of money to be paid to any person for services rendered shall be determined by the Board of Directors.

11. The Board of Directors shall direct and manage, according to these articles, all matters that concern the Society, and may make rules, regulations, standing orders and by-laws relating to the Sanatoria.

12. All documents of title relating to the property of the Society shall be in the custody of the Directors, and they shall be responsible for the same.

13. Save as otherwise provided by and subject to these laws, the Directors shall have the entire superintendence, control and management of the Society and its property and affairs, and shall elect or appoint and prescribe the duties of and may dismiss at pleasure all or any of the officers, including the Honorary Secretary and Honorary Treasurer and servants of the Society, and may at any time constitute any offices, save honorary officers other than

those mentioned, in addition to those provided for by these laws, and may make, vary and repeal such standing orders as they may from time to time think fit in relation to any matters within the scope of their authority, including the conduct and transaction of their business: Provided, however, that nothing contained in the above enumeration of the powers conferred upon the Directors shall be deemed to confer upon them powers to sell, transfer or otherwise dispose of the real property of the Society, or to invest the funds of the Society, without first having obtained the sanction of the Governors by vote at a special meeting of Governors called for that purpose.

14. The Board of Directors may make such rules, regulations and by-laws for the constitution and governance of Branch Societies as it sees fit, subject to the sanction of the Governors.

15. The Board of Directors shall once a year cause to be prepared and submitted to the general meeting of Governors an annual report dealing with all matters that have come within the cognizance of the Board during the year.

16. The Board of Directors may impose such duties and obligations as it may see fit upon the Honorary Secretary and Honorary Treasurer of the Society, in addition to those set out in these articles.

17. The members of the Board of Directors shall be *ex-officio* Governors of the Society, but shall not vote at any meeting of the Governors upon the election of Directors.

18. A special meeting of the Board of Directors may at any time be convened by the Chairman, if and whenever not less than five members of the Board shall make a requisition to the Honorary Secretary to that effect, stating the object of the meeting.

19. Seven days' notice of any special meeting shall be given to every member of the Board, stating the object of the meeting, and no business shall be transacted at any such meeting except that for which it was convened.

20. A minute book shall be kept and proper entries made therein of all business transacted at every meeting of the Board of Directors.

21. A resolution in writing signed by all the Directors shall have the same force and effect as if passed by a regular and properly constituted meeting of the Directors.

## ARTICLE XVII.

### THE HONORARY TREASURER.

1. The Honorary Treasurer shall be the custodian of all moneys and papers belonging to the Society, and it shall be his duty to keep the true accounts mentioned of all moneys received and paid out by him. He shall, if required by the Directors, furnish a bond for an amount, and in a company

to be designated by them. He shall, once a year, submit a report to the general meeting of Governors, and he shall be subject to such other duties and obligations as shall be determined by these Articles or imposed by the Board of Directors. At the conclusion of his term of office he shall deliver the books, accounts and other of the Society's effects in his possession to his successor, taking his receipt therefor in the books of the Society.

#### ARTICLE XVIII.

##### THE HONORARY SECRETARY.

1. The Honorary Secretary (called the Secretary) shall, subject to any future arrangements, arrange for and attend, as far as he is able, every meeting of the Governors and of the Board of Directors, and shall record the proceedings thereof. He shall, if absent from said meeting, entrust his duties to some other person acceptable to the Board of Directors. He shall do generally all the secretarial work. He shall, when required by the Board of Directors, deliver up all property of the Society in his possession to the Board of Directors. He shall forward to the general meeting of Governors the reports which, by these Articles, are to be received by him, and he shall perform such other duties as shall be determined by these Articles or as shall be imposed by the Board of Directors.

#### ARTICLE XIX.

##### THE ASSISTANT SECRETARY.

1. An Assistant Secretary may be engaged by the Board of Directors, and the duties of such Assistant Secretary shall be defined by the Board.

#### ARTICLE XX.

##### SEAL.

1. The Directors shall provide for the safe custody of the seal, and the same shall never be used except by the authority of the Directors or a committee of the Directors, previously given and in the presence of two Directors at the least, who shall sign every instrument to which the seal is affixed, and every instrument shall be countersigned by the Secretary or some other person appointed by the Directors. Unless and until otherwise ordered the seal shall remain in the personal custody of the Secretary.

#### ARTICLE XXI.

##### THE AUDITOR.

1. The Board of Directors shall, at the first meeting held in each year after the general meeting of the Governors, appoint a duly qualified Auditor, who shall examine and certify the accounts, balance sheets, deeds

and documents of the Society at the end of each financial year, and shall furnish a report thereon to the Honorary Secretary within thirty days after the termination of the financial year.

#### ARTICLE XXII.

##### BANKERS.

1. The Board of Directors shall appoint one or more banks to be the official bank or banks of the Society, and the moneys of the Society, except such as shall be invested, shall be therein placed.

#### ARTICLE XXIII.

##### ALTERATIONS AND ENACTMENT OF ARTICLES.

1. No Article of the By-laws, Rules and Regulations, except those referred to in Article 27, shall be amended, expunged, suspended or enacted unless authorized by the members in general meeting, and any person desiring to effect any change in the laws of the Society shall cause a written notice of his intention to be given to the Secretary at least one month before the meeting at which it is proposed to make such change.

#### ARTICLE XXIV.

##### MAINTENANCE OF SANATORIA.

1. The Sanatoria shall be maintained by:—
  - (a) Ordinary subscriptions;
  - (b) Collections through Branch Societies;
  - (c) Grants by Dominion and Provincial Governments, municipalities and corporations;
  - (d) Payments by patients;
  - (e) Income from investments.
2. The amount of payments by any patients shall be determined by the Board of Directors.
3. No patient shall be refused admission to the Sanatoria, nor discharged therefrom before cured, solely because of inability to make any payment.

#### ARTICLE XXV.

##### THE MEDICAL SUPERINTENDENT.

1. The Medical Superintendent shall be engaged by the Board of Directors, and shall be responsible to the Board for the good management of the Sanatoria.
2. In the absence of any written agreement to the contrary, his term of office may be determined on either side by giving three months' notice in writing.



3. He (the Medical Superintendent) shall have full charge of all patients in the Sanatoria, and shall submit once a month, through the Secretary, a general report to the Board as to conditions in the Sanatoria. He shall also report to the Board any persons guilty of gross breach of the rules of the Sanatoria, and may submit such other reports as he may from time to time see fit.

4. He shall devote his entire time and attention to the welfare of the inmates of the Sanatoria, and shall not absent himself for more than one day without leave from the Board of Directors. He shall be allowed to see cases of tuberculosis, either in consultation or on his own responsibility, and shall have the right to receive fees for such work. He shall keep full notes and accounts of all the patients from the day of their admission to their discharge.

5. He shall furnish an annual medical report and a general report upon the Sanatoria to the Honorary Secretary within fourteen days after the termination of the financial year.

6. He shall receive all payments from patients, and shall deal with such payments according to the direction of the Board of Directors.

7. He shall at once inform the relatives or friends of the serious illness or death that may occur of any patient, and shall make any necessary arrangement consequent thereupon.

## ARTICLE XXVI.

### THE MATRON.

1. The Matron shall be engaged by the Board of Directors, such engagement to be terminated on either side by giving one month's notice in writing.

2. The Matron shall furnish a monthly report in writing of her department to the Medical Superintendent.

3. The Matron shall not absent herself without acquainting the Medical Superintendent, and she shall arrange with the Resident Medical Officer that both shall not be absent from the Sanatoria at the same time.

## ARTICLE XXVII.

### RULES, REGULATIONS AND BY-LAWS FOR SANATORIA.

1. The Board of Directors may, from time to time, make such rules, regulations and by-laws for the care and management of the Sanatoria or its property as do not come in conflict with these Articles.

## HOUSE RULES AND REGULATIONS

(Made by the Directors under Article 27 of the By-laws.)

1. There shall be a House Committee who shall consist of five members to be chosen from and by the Board of Directors.
2. The House Committee shall choose at its first meeting, from amongst its members, a Chairman, a Vice-Chairman and a Secretary.
3. The House Committee shall hold its meetings at Kamloops (or its vicinity at their option) at least once in every month, or more frequently if they so desire.
4. The Secretary of the House Committee shall keep a record of its proceedings and furnish a copy thereof to the Board of Directors, at Vancouver, as soon after the meeting has been held as may be practicable.
5. The House Committee shall have general charge of the business of the Sanatorium and the Farm at Tranquille.
6. The Medical Superintendent shall consult the House Committee in all matters pertaining to the internal economy of the institution and its surroundings.
7. The Farm Superintendent shall consult the House Committee in all matters pertaining to the Farm.
8. The House Committee shall supervise all contracts for supplies, and if they so decide all requisitions for supplies shall be submitted to them for approval before any purchases are made.
9. No expenditure on Capital Account beyond the sum of One hundred dollars (\$100) shall be permitted without first submitting the matter to the Board of Directors and obtaining their approval.
10. All vouchers and accounts of every description incurred at the Sanatorium shall be submitted to the House Committee for approval, and the date of the meeting of the House Committee at which they are approved shall be stamped upon them by a rubber stamp made for the purpose, and initialled by the Chairman of the meeting, before being forwarded to the Honorary Secretary at Vancouver for payment.
11. The House Committee shall cause to be prepared as early as practicable after the close of each month a statistical report of the operation of the Sanatorium during the month, and forward same to the Honorary Secretary at Vancouver.
12. The House Committee shall cause to be prepared a statement of the operation of the Farm after the close of every three months, showing all expenditures on account of same in detail, and the trading which has resulted from the farming operations, including also an inventory of all stock and supplies on hand, et cetera, with a sufficient explanation of any radical changes which have taken place since the previous report; such statement shall be forwarded as soon as practicable to the Honorary Secretary at Vancouver.
13. The House Committee shall have authority to act in all cases of emergency without first consulting the Board of Directors at Vancouver, but shall report to the Honorary Secretary full particulars of their actions as early as practicable.