



The "Sixty Years in Review" panel. Left to right: Mrs. Alex Hammond, Mrs. Allan Munro, Mrs. Crosby Sothern,

O.A.C. Photo
Ethel Chapman, Chairman; Mrs. Ford Sudden, Mrs. Howard Wylie, Mrs. Harold Bell.

questions though the answers are all in the Hand Book.

President and secretary should get together before a meeting to plan how to handle business of the meeting most satisfactorily without waste of time. If an important letter comes to the secretary she should let the president know about it immediately.

Change your order of business occasionally. You may sometimes put the programme before the business or the business before the roll call or you may have the motto with a three or four minute explanation at the beginning or the end of the programme. Changing the order adds anticipation.

It isn't necessary to have the names on the roll in alphabetical order. Try putting them in the order in which they paid their fees. At the meetings sometimes call the roll beginning at the last name and working up to the first.

Be sure to have a place to keep your minute books after they are filled. They should be preserved. If you have a township vault they might be stored there free of charge.

Record both lost and carried motions. Some secretaries do not record lost motions and these should be on record.

Instead of taking too many collections at meetings try to raise money by a tea or something of the sort. We know that we are not a money-making organization, but we do need funds to carry on our organization.

The secretary signs the minutes as soon as she has written them. The president signs after the minutes have been approved by the meeting.

It is generally better to have a secretary-treasurer than to divide the office into that of a secretary and a treasurer.

A secretary or treasurer should not keep any amount of the organization's money in her home. Keep it in the bank in a current account, then you get all canceled cheques.

Cheques from the branch should be signed by both president and secretary.

Auditors should be appointed or elected — preferably elected — at the annual meeting. They may be members of the Institute but should not be blood-relations of the treasurer.

Following is the process of dealing with a motion: Have the motion before the discussion. Have the motion seconded. The chairman repeats the motion, then asks for discussion. This is where personal opinions should be expressed, not after the meeting. Each member except the mover may speak only once, except that she may ask a question. When discussion is finished the president asks "Are you ready for the vote? Please signify." She must also ask if there are any opposed, then the chairman tells whether the motion has been carried or lost.

If the discussion of a motion becomes very confused the mover may stand and ask the seconder if she would agree to withdrawing it, then the mover asks permission to withdraw the motion. A withdraw motion is not entered in the minutes.

In passing a by-law, notice of motion must be given. A quorum must be present when a by-law is passed and two-thirds of the members must vote for it.

A branch Institute should purchase several Hand Books so that a member may borrow one if she wishes. It would be still better for each member to buy her own Hand Book. These may be obtained from Mrs. Maynard, Unionville for 25 cents.

Mrs. Armstrong quoted two poems and the conference asked that they be published. Here they are.

The Twig Bender by H. Gallup

She bent the twig
Toward home,
Toward simple pleasures
And a firelight's glow;
She bent the twig
Toward truth