

and Vice President

- 8.
- (a) Secretary shall have the power of a Managing Director, subject always to the approval of the Executive Committee.
 - (b) It shall be her duty to keep a correct record of all meetings whether of Executive, Board of Directors or Meetings of the Institute.
 - (c) To receive all monies and pay the same over to the Treasurer taking a receipt for the same.
 - (d) To conduct all correspondence in the name of the Institute.
 - (e) To call all meetings by order of the President, or in her absence by order of the Vice President, or by order of the Board of Directors giving one weeks notice.
 - (f) To report at the annual meeting the number of the members, number of meetings held and the number of subjects discussed and the names of the subjects.
 - (g) To prepare and submit the Directors report at the annual meeting.
9. The auditors shall examine the Secretary's and Treasurer's books and submit a report of the same to the annual meeting.
10. It shall be the duty of the Treasurer to pay all orders drawn upon her by the President: