

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. members.
  - (f) To report at the annual meeting the number of the 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.