

- all meetings of the members of the Institute.
- No. 23. That at every meeting of the Committee so soon as the chairman shall declare the meeting duly constituted, and ready for the despatch of business, it shall be the duty of the Secretary to lay before the Committee the minutes of the meeting last preceding.
- No. 24. That the Secretary shall preserve all documents belonging to the Institute; other than those belonging to the office of the Treasurer and Librarian; all letters received by and copies of all letters sent by him on behalf of the Institute.
- No. 25. That the Secretary shall cause written notice of all ordinary and special meetings of the Committee, and of the business to be transacted at the latter to be sent to the members of Committee.
- No. 26. That the Secretary shall write such letters and see to the performance of such matters appertaining to the office of Secretary, as the Committee shall from time to time direct.
- No. 27. That the Secretary shall have power to remove the minute Book from the rooms of the Institute for a period not exceeding four days between each meeting of the Committee to insert the minutes of the meeting last past.
- No. 28. That the Secretary shall see that a complete copy of the Laws and By-Laws of the Institute corrected from time to time be kept in a book for that purpose in the custody of the Clerk, and accessible at all times when the Institute is open to all the members thereof.
- No. 29. That the Committee shall make all bye Laws necessary for conducting the business of the Institute; and all such bye Laws shall be valid until repealed by the Committee or a general meeting of the members of the Institute.
- No. 30. That the Committee shall report their proceedings & the position and affairs of the Institute to each quarterly general meeting.
- No. 31. That it shall be the duty of the retiring Committee

- to post on the notice board of the Institute not less than twenty one days prior to the general annual meeting a suggestive list of officers and Committee-men for the ensuing year.
- No. 32. That any two members of the Institute, having been members for not less than three months last past, shall be at liberty to propose any other member or members to fill any, or all of the aforesaid offices or places or committees, by adding their names to the lists prepared by the retiring Committee not less than seven days prior to the annual general meeting - provided always that the consent of the persons proposed shall have been obtained.
- No. 33. That all contested elections shall be decided by ballot, or otherwise of the members present at the general meeting.
- No. 34. That when any vacancy or vacancies shall occur by resignation or otherwise among the officers and committee men, such vacancy or vacancies shall be filled up at the next quarterly general meeting; subject in every respect to the regulations laid down for the annual election: such person or persons as may be elected shall serve till the next annual meeting and no longer unless re-elected.
- No. 35. That the Christian and surname of any person desirous of becoming a member of this Institute, together with the names of his proposer and seconder, shall be posted on the notice board of the Institute not less than seven days prior to the admission, at the expiration of which time he shall become a member on payment of the subscription.
- No. 36. That a majority of the whole committee shall have power to expel any member whose conduct may appear to them calculated to disgrace or injure the Institute: the person so expelled may appeal to a general meeting of the members, a majority of whom may cancel or confirm such expulsion.
- No. 37. That in each year the meetings of the Institute be as follows: The committee meetings on the first Wednesday in each month at seven o'clock in the evening; the quarterly meetings