

4<sup>th</sup> If any member shall not have paid his subscription within one calendar month from the date of its becoming due, The Treasurer shall hand an intimation card to that effect to the Clerk who shall present it to the defaulter, and if payment is declined, he shall be suspended from all benefits of the Society and not readmitted except by payment of a fine of one shilling per week from the period ~~the~~ subscription ~~is~~ became due.

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5<sup>th</sup> At each monthly meeting of the Committee, the Treasurer shall lay his books on the table, and shall report the receipts and disbursements for the month; all rules laid down by him under the authority of these Byelaws and generally on all matters connected with his office.

6<sup>th</sup> The Treasurer as house manager shall have power to make from time to time such regulations as may be necessary, as to the hours and days on which The Institute shall be open, and for the maintenance of order and good conduct in the Rooms of the Society. And any member transgressing such rules shall be liable to a fine not exceeding two shilling and six pence, subject to an appeal to the Committee. Provided always that such regulations shall be reported to the Committee, at its next sitting for confirmation or otherwise; and provided further, that no regulation once cancelled by the Committee shall be promulgated again without its formal sanction.

7<sup>th</sup> The Treasurer shall cause a suggestion Book to be kept in the Rooms of the Institute in which any member <sup>may</sup> make such suggestions.