

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.

XXII.

That the Secretary shall preserve all documents belonging to the Institute, other than those u u belonging to the offices of the Treasurer and u Librarian; all letters received, and copies of all letters sent by him on behalf of the Institute.

XXIII.

That the Secretary shall cause notice by circular of all ordinary and special meetings of the Committee, and of the business to be u u u transacted at the latter, to be sent to u the members of committee.
