

to keep all mortgages, policies and other securities on which this society has loaned, or shall loan money, and at the expiration of his term of office, to deliver to his successor all the books, monies, papers and securities of the society remaining in his hands; the treasurer shall give, for the due performance of these duties, such security as the directory shall determine.

CHAP. 499

SEC. 9. *And be it enacted*, That the duties of the secretary shall be, to note and record, accurately, all the proceedings of the society, and of the directory, in a well bound book kept for that purpose, to receive, on every Thursday evening, from the members, their weekly contributions, fines, and interest, and to pay the same to the treasurer, taking his receipt therefor, to keep exact accounts with all the members towards the society, to sign all drafts voted by the directory on the treasurer, to notify the members, through the public papers, of the meetings annually held for the election of officers, to examine and report upon all claims against the society, to be ready at all times to inform shareholders of the condition of the society's finances, to prepare for the annual meeting of the society for the election of its officers, a full statement of its financial situation, to keep all the books and papers of the society, except those in the custody of the treasurer, and to deliver them to his successor in office; for the faithful performance of these duties, the secretary shall be allowed one dollar and fifty cents for every night he shall attend the meetings of the society and directory, or of either.

Duty of the secretary

SEC. 10. *And be it enacted*, That the directors, together with the president and treasurer, shall form an administrative council or directory, which shall meet on every Thursday evening, for the collection of the weekly dues, the fines and the interest from members, which monies shall be paid to the secretary, and by him handed over to the treasurer; the directory shall have the management of all the financial concerns of the society, and shall especially make all the loans of the society's money, as is hereinafter provided, and shall take care that they are well secured; the directory shall have the right to fill all vacancies in its body until the annual election; the meetings of the directory, from April to October, shall be at eight o'clock in the evening, and during the rest of the year, at seven o'clock in the evening; the directors shall receive no pay for their services, but they shall not be compelled to serve more than one year in any term of three

Administrative council—their duties