

Section 3 The 1st Vice-President shall receive the sum of \$160.00 per year for expenses, payable quarterly.

Section 4 The 2nd Vice-President shall receive the sum of \$120.00 per year for expenses, payable quarterly.

ARTICLE VIII - DUTIES OF THE SECRETARY

Section 1 The Secretary is empowered to require affiliated organizations to provide statistical data in their possession relating to the membership of their organization.

Section 2 The Secretary shall keep a correct record of the proceedings of the Council, make an enrolment of the name and residence of each delegate and the names and addresses of the secretary of each organization represented; attend and carry on all correspondence connected with the business of the Council; summon all special meetings of the Council when directed by the President; sign all vouchers for money expended on behalf of the Council; shall check up the attendance of the delegates recorded in the roll call book, and send official notice to the various unions whose delegates have failed to attend meetings (Article IV, Section 9) declaring such seats vacant, and requesting new credentials for same, such seats to be marked in the official roll call book. The Secretary shall notify all delegates to the Canadian Labour Congress convention and the annual election of officers, and to perform such other duties and sign all official documents as may pertain to this office.

Section 3 The Secretary shall forward to the Canadian Labour Congress and the Ontario Federation of Labour copies of the minutes of each meeting; also expenses payable quarterly.

Section 4 The Secretary shall receive the sum of \$400.00 per year for executive expenses, payable quarterly.

Section 5 The Secretary may direct, by copy, to various committees, mail which is received and committees are to take action on any correspondence as soon as possible. However, all correspondence directed to Council shall be dealt with at the next Executive meeting, then by direction or recommendation of the Executive to the membership meeting of the Council following.

ARTICLE IX - DUTIES OF THE TREASURER

Section 1 The Treasurer shall be the chief financial officer of the Council.

Section 2 The Treasurer shall be in charge of all financial books, documents, files and effects of the Council which shall at all times be subject to the inspection of the President and the Executive Board.

Section 3 The Treasurer shall give a financial statement monthly to Council.

Section 4 The Council shall have the books of the Treasurer audited semiannually (June 30 and December 31) by the Trustees. Copies of Trustees audit report shall be submitted to the Council, Canadian Labour Congress and