

# HALIFAX MEDICAL COLLEGE



## CONSTITUTION.

ART. I. This corporation shall be known and designated as "The Halifax Medical College."

ART. II. The College shall be composed of those persons mentioned in the Act of Incorporation and of such associates and successors as may be appointed in the manner hereinafter provided.

ART. III. The officers of the College shall consist of a President, a Vice-President, a Registrar, a Treasurer, a Secretary, an Executive Committee of nine (9) members (of which the President, the Registrar, the Treasurer, and the Secretary shall be members *ex-officio*) and an Auditing Committee of two (2) members.

ART. IV. The President shall preside at all meetings of the College, enforce a strict observance of the Constitution and By-Laws, call special meetings when required, and perform such other duties as pertain to his office.

ART. V. In the absence of the President the Vice-President shall perform all the duties specified in the preceding clause.

ART. VI. The Registrar shall be a member of the College. He shall keep all books and registers belonging to the college, shall conduct all correspondence with the students, and make all arrangements with them as to class attendance, preliminary and professional examinations, &c

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He shall at the commencement of the session prepare the class lists for each professor or teacher, and shall at the close of the session prepare and issue to the students the usual class certificates.

He shall receive all class, examination and graduation fees and issue receipts for the same. He shall hand over all moneys so received to the treasurer, receiving vouchers for the same.

He shall issue the annual announcement or calendar of the college as prepared by the executive committee, and shall present a report at the annual meeting of the college.

ART. VII. The Treasurer shall be a member of the College. He shall receive from the Registrar all class, examination and graduating fees, giving vouchers for the same, and all other funds or moneys payable to the College, and issue receipts for the same. He shall pay all accounts after they have been certified to the executive committee. He shall enter in a book to be provided for the purpose an account of all such fees and other moneys received and of all payments made on account of the College, and shall prepare and submit an annual financial statement. He shall be bonded to the College in the sum of not less than five thousand (5000) dollars.

ART. VIII. The Secretary shall be a member of the College. He shall keep a record of all meetings and proceedings of the College, prepare ballots for the election of officers and members, and notify members of all meetings of the College. He shall also act as secretary of the executive committee and perform such other duties as pertain to his office.

ART. IX. The Executive Committee shall have under its management the routine work of the College. It shall also exercise a general supervision over the college, buildings, and property, and shall pass all accounts before payment of same is made by the treasurer. It shall prepare the annual announcement, subject to the approval of the College, and shall submit a general report at each annual meeting.

ART. X. The Auditing Committee shall examine the books and accounts of the Registrar and Treasurer, together with the financial statement, previous to its being presented at the annual meeting.

ART. XI. In the absence of the President and Vice-President, a chairman shall be appointed and shall perform the duties pro tempore.

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## BY-LAWS.

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ART. 1. Sec. 1. A regular meeting of the College shall be held on the first Thursday in September, of which meeting at least two (2) days' notice shall be given.

Sec. 2. The annual meeting shall be held on some day during the second week of the month of May.

Sec. 3. Special meetings may be called at any time by the President at the request of the Executive Committee or on the requisition in writing of three (3) members. The Secretary when notifying members shall indicate the precise object of the meeting, and except where otherwise required, a two (2) days' notice shall be sufficient.

Sec. 4. Any seven (7) members shall constitute a quorum for the transaction of business at any meeting of the College.

Sec. 5. The Executive Committee shall meet at least once a month during the college session or at the call of the chairman. Five (5) members shall constitute a quorum. The minutes of these meetings shall be read at the next succeeding meeting of the College.

ART. II. Sec. 1. All officers of the College shall be elected annually by ballot.

Sec. 2. Written ballots shall be used at the election of officers, a majority of votes of those present shall constitute an election.

Sec. 3. Should any vacancies occur, the same may be filled at the first regular or special meeting, a week's notice of the same having been given.

ART. III. Sec. 1. A candidate for membership proposed at any regular or special meeting may be elected at the next, a written application having first been received from him by the Secretary.

Sec. 2. Election of members shall be conducted by ballot, a two-thirds' vote being necessary to constitute an election.

Sect. 3. A member may be expelled upon a two-thirds vote of the members present at a meeting specially called for the purpose on the requisition of three members, a week's notice thereof having been given.

Sect. 4. The resignation of any member can only be accepted upon the written consent of three-fourths of all the members of the College.

ART. IV. The College shall appoint Professors, Lecturers and other Teachers in Medicine and the allied branches as may be necessary from time to time to carry out the work and objects of the College.

ART. V. Each member shall be entitled to one vote, the President to a casting vote only.

ART. VI. The order of business shall be as follows.

AT REGULAR MEETINGS.

1. Meeting called to order.
2. Minutes of previous meeting read.
3. Communications read.
4. Reports of Committees.
5. Old Business.
6. Miscellaneous business.
7. Adjournment.

AT ANNUAL MEETINGS.

1. Meeting called to order.
2. Minutes of previous meeting read.
3. Annual reports.
4. Reports of Standing Committees.
5. Election of Officers when necessary.
6. Miscellaneous business.
7. Adjournment.

At special Meetings no matters shall be dealt with other than that for which the meeting shall have been called.

ART. VIII. The Constitution and By-Laws of this College shall not be repealed, added to, or amended unless by two-thirds vote of the members present at a special meeting called for that purpose, a week's notice thereof having been given.