

to attend all authorized bills on the State Treasury for monies appropriated by the Legislature in behalf of the University; to take the general care and oversight of the real estate, buildings, fixtures and other property of the University so as to protect the same from waste, injury and trespass; to furnish according to law for all injury done to any part of the property of the University; and to perform all such acts and duties as shall be from time to time directed by the Board

4. The Vice President shall preside in the absence of the Chancellor

5. It shall be the duty of the Secretary to record all the proceedings of the Board; to transfer to a letter-book all letters written by its authority; to preserve the original copies of all reports accepted by it; and to take charge of such other papers as may be assigned to his care

6. It shall be the duty of the Treasurer to receive and take charge of all monies accruing to the University; to keep, in addition to the books generally used in the performance of the duties of his office, an Inventory Book in which shall be entered annually at the close of the year, an inventory of all the property of the University,