

shall be itemized and presented to him. If necessary for his protection, he may require a bill to be certified under oath. He shall scrutinize all bills closely to see that they are correct, and when found correct shall issue his warrant on the Treasurer for the amount he allows, and shall state upon the face of the warrant out of what appropriation it is to be paid, and shall endorse the bill with the date of its payment, and enter it upon a book to be kept for that purpose, and shall file the said bill in his records.

Art. XII

*Amended.
See p. 44*
The President of the School, at the annual meeting of the Board, shall produce his books and vouchers for the inspection of the Board, and shall make a financial report showing the transactions for the current year.

Art. XIII

The Treasurer shall keep an accurate account of all the funds of the institution, which shall show the various amounts received and the source from which they are derived. And he shall also keep a separate account against the items of the appropriation bill and shall not pay any warrant in excess of same.

Art. XIV

No fund appropriated for one purpose shall be used for any other, and all unexpended balances remaining over from any appropriations, at the end of the fiscal year, shall be carried into the general fund, unless otherwise ordered by the Board.

Art. XV

If the annual appropriation made by the Board for any purpose shall for any cause, prove insufficient, it shall be the duty of the President of the School to lay the matter before the President of the Board in writing, giving all the facts relating to the deficiency. It shall then be the duty of the President of the Board to give the matter his immediate attention, and if he deems it of sufficient importance, he shall convene the Board or the Executive Committee, and they shall make such arrangements as may be necessary to meet the immediate deficiency. In case of a deficiency, as aforesaid of not more than two hundred and fifty (\$250⁰⁰) dollars, the President of the Board may order

the Treasurer to pay it out of any fund in his hands not otherwise appropriated.

Art. XVI.

Amended. See post-page 44 There shall be a meeting of the Board annually in June, or at such other time as the Board may direct, and the Board may be convened by the call of the President of the Board ^{or any three members thereof} at any time he ^{or they} may think the good of the Institution may demand it. Provided the President of the Board shall give ten days notice of any meeting, except in case of emergency, which emergency shall be stated in the notice.

Art. XVII.

No appropriation carrying more than \$2,000.⁰⁰ shall be made except upon a recorded vote of the members of the Board.

Art. XVIII.

For amendment to this Article see p. 44

A majority of the members appointed to the Board shall constitute a quorum for the transaction of any business, provided however, that for the removal of any officer of the Board, or in making the annual appropriation there must be at least eight members of the Board present, exclusive of the Superintendent of Public Instruction.

Art. XIX.

In all matters in which the vote of the Board is required, no vote shall be cast by any member by proxy.

Art. XX.

At the request of any two members of the Board a recorded vote shall be ordered upon any vote that may be taken.

Art. XXI.

These by-laws may be amended at any time by a majority vote of those elected to membership on the Board of Trustees, provided that at such time there shall be as many as eight members present.

Harrisonburg, Va, June 26, 1908.

At a meeting of the Board, held this day pursuant to adjournment, there were present Messrs. Carpenter, Holley, King, Kezell, Moore, Pettit, Snyder, Stone, and Treason; absent, Messrs. Early and Eggleston.

Minutes of meetings held June 17 and 28 were read and approved.

Mr. Stone, for committee heretofore appointed to investigate and report names for President of the Normal School, submitted a report, which presented the names of Messrs. John H. Baden, E. D. Murdough, and Julian A. Burgess. Whereupon the Board went into executive session, and after discussion several informal ballots were taken. On a recorded vote Mr. Burgess received the ballot of each of the nine members present and was thereupon declared unanimously elected.

Upon the recommendation of the committee, and by unanimous vote, the compensation of the President was fixed at twenty-five hundred (\$2500.00) Dollars per annum, payable monthly, with use of house as soon as one is available - his term of office to begin July 1, 1908, or as soon thereafter as possible.

It was ordered that the President be allowed actual expenses of travel ^{incurred} while engaged in the service of the school, such expense account to be rendered monthly, and to be subject to the approval of the executive committee, and to be paid by warrant drawn on the sum appropriated for incidental expenses.

It was ordered that the President of the school be authorized to confer with any architects of recognized standing in the consideration of preliminary building plans, as may be willing to render such service without expense, to the Board.

On motion, George N. Conrad, Esq., was designated as the attorney to represent the Board in the examination of title and to

pass upon the sufficiency of the deed to be executed for the lands heretofore purchased as a site for the Normal School.

Resolved that the sum of Eighteen thousand, five hundred (\$18,500⁰⁰) Dollars be appropriated for the purchase of said site, the same to be paid by the Treasurer upon the execution and delivery of a sufficient deed therefor.

The sum of One thousand (\$1000⁰⁰) Dollars, or so much thereof as may be necessary, was appropriated for the payment of incidental expenses, vouchers against said appropriation to be issued by the Secretary, upon approval of the Executive Committee.

It was ordered to be recorded as the sense of this Board, that all possible expedition, consistent with good work, be employed by its officers, committees and employees, to the end that the Normal School may be opened for instruction not later than September 15, 1909.

An account of Jos. G. Myers, surveyor of Rockingham county, for ninety (\$90⁰⁰) Dollars, for services in making surveys, of five different sites, taking levels, making calculations, plates, and blueprints, was approved and ordered paid.

The following items of expenses for mileage, &c were incurred by members of the Board in attendance upon this meeting, and were ordered paid:

J. W. Wearn	8.20	Ormond Stone	\$8.25
J. A. Pettit	12.30	Don P. Kalsen	8.05
J. W. King	7.05	Geo. B. Kezell	.75
Frank Moore	5.70	E. W. Carpenter	2.50

On motion, the Board adjourned, to meet at the call of the President.

Attest:

A. W. Bryder,
Secy.

Harrisonburg, Va., Sept. 15, 1908.

At a meeting of the Board, held this day pursuant to call of the President, there were present Messrs. Kezell, Carpenter, Moore, Stone, Treasurer and Snyder; also President Julian A. Burruss. Absent Messrs. Eggleston, Early, Halsey, King, and Pettit.

Minutes of last meeting were read and approved.

It appearing that the penalty of the Treasurer's bond, heretofore fixed at \$75,000, was larger than requisite for the proper protection of the Board, it was ordered that the amount be reduced to \$25,000; and the Secretary of the Board is directed to apply for a ratable refund of premium paid on the original amount.

President Julian A. Burruss submitted a report in writing covering the general scope and policy of the Normal School, which was considered at length, and on motion received and ordered filed for future consideration.

It was resolved that the drawings submitted by Mr. Burruss in connection with his report, as prepared by C. M. Robinson, architect, embody the ideals and general policy of this Board as to the ultimate plans for grounds and buildings; and that the same be utilized from time to time as in the judgment of the Board may be deemed advisable, and as funds therefor may be available.

It was ordered that the recommendation of Mr. Burruss as set forth in Item II on page 18 of his report be adopted as the budget for the first year, ending June 30, 1909.

Thereupon Mr. Chas. M. Robinson, of Richmond, was selected as the architect of the Normal School, to be paid the usual architect's fees only as he performs such services as may be required of him from time to time by this Board. And the architect was directed to prepare with all dispatch consistent with good work working plans and specifications for one dormitory and one academic building to be known as "Science Hall."

Geo. N. Conrad, Esq., was selected as legal counsel to the Board.

Miscellaneous accounts were approved and ordered paid, as follows:

The News-Register Co.	\$9.25	H. L. Deebert	\$187.50
H. L. Deebert	27.25	Conrad Conrad	20.00
J. G. Myers	6.00	A. L. Fridley	2.00

Expense accounts for travel re incurred by President Burgess were reported as approved by the Executive Committee and paid under a former order of the Board: for the month of July \$21.55; and for the month of August \$78.76.

The following items of expense for mileage re incurred by members of the Board in attending this meeting were ordered paid, viz:

Ormond Stone	\$6.30	Geo. B. Kezell	\$2.50
Frank Moore	5.70	E. W. Carpenter	2.75
J. N. Meason	5.55	A. H. Snyder	1.10

On motion the Board adjourned to meet in the city of Richmond, at the office of C. M. Robinson, on Wednesday, October 7, at 8:30 p. m. for the further consideration of building plans and for the submission of the same, as required by law, for the approval of the State Board of Education.

Attest:

A. H. Snyder,
Secretary.

Richmond, Va., October 7, 1908.

At a meeting of the Board held this day, pursuant to adjournment, there were present Messrs. Keezell, Carpenter, Early, Eggleston, Halsey, King, Moore, Pettit, Stone, and Snyder. Also President John A. Burruss.

Minutes of last meeting were read and approved.

Plans and specifications for one dormitory and "Science Hall" building having been submitted by C. M. Robinson, architect, were considered in detail and were approved by the Board and adopted as the basis for building proposals to be invited.

The secretary was directed to advertise for bids on said plans, in the Richmond Times-Dispatch, the Washington Herald, the Harrisburg Daily News and Daily Times.

It was ordered that a warrant for nine hundred (\$900.00) dollars be drawn in favor of Chas. M. Robinson, as payment on account of architect's fee.

The following items of expense for mileage, etc., incurred by members of the Board in attending this meeting were ordered paid, viz:

Olmond Stone	\$ 7.40	Frank Moore	\$ 17.00
J. A. Pettit	18.00	Geo. B. Keezell	14.40
H. B. Early, jr.	13.00	E. N. Carpenter	17.00
Don P. Halsey	12.00	H. H. Snyder	17.00
F. N. King	17.20		

An expense account for travel, etc., incurred by President Burruss amounting to \$50.66, was reported as approved by the Executive Committee and paid under a check order of the Board.

On motion the Board adjourned to meet in Harrisburg on Thursday, Nov. 5, at 4 o'clock p.m. for the purpose of receiving bids on buildings and the consideration of any business that may be presented.

Attest:

H. H. Snyder,
Secy.

Harrisonburg, Va., Nov. 5, 1908.

At a meeting of the Board held this day, pursuant to adjournment, those were present Messrs. Kezell, Carpenter, Eggleston, King, Moore, Pettit, Stone, Neason and Snyder.

Minutes of last meeting were read and approved.

The proposals received for building dormitory and Science Hall were laid before the Board and opened in the presence of bidders.

Before considering bids it was ordered by unanimous vote that both buildings be of native stone, with Spanish tile roof, and that the dormitory be provided with fire-proof stairway. Upon which basis the bids submitted were as follows:

N. M. Bucher Son,	Harrisonburg, Va.	\$38,695.00
A. J. Withrow Co.	Charleston, N. Va.	38,791.80
Harwood & Mass,	Newport News, Va.	42,597.00
Haymes Bros.,	Whittles Depot, Va.	42,620.50
King Lumber Co.,	Charlottesville, Va.	42,950.00
C. W. McNulty Co.	Hinton, N. Va.	43,050.00
J. C. Custer,	Newport News, Va.	43,465.00
Geo. Leigh Bros.	Lorissa, Va.	43,845.00
Heatmole & Hedrick	Harrisonburg, Va.	44,167.00
N. B. Sneed Co.,	Lynchburg, Va.	45,138.62
W. W. Keenan,	Charlottesville, Va.	45,600.00
John T. Wilcox	Richmond, Va.	46,685.00
Ware & Gayle	Newport News, Va.	46,900.00

Whereupon it was ordered that all bids be rejected except those of Messrs. Bucher & Son and Withrow & Co.

It was noted that the contract for both buildings be awarded to N. M. Bucher Son, they being the lowest bidders, at \$38,695.00, the Board reserving the right hereafter to add fireproof stairway in Science Hall at the additional cost of \$725.00, that being the bid of Bucher & Son on that item. Upon this motion those voting aye were Messrs. Kezell, Carpenter, Eggleston, Moore, Pettit, Stone, Neason, and Snyder. Nay, Mr. King.

The President and Secretary of the Board were authorized to execute a contract with Messrs. Bucher & Son in accordance with the action heretofore taken, after said contract and accompanying

bond guaranteeing faithful performance shall have been examined and approved by counsel for the Board.

A Building Committee was designated as follows: Messrs. Burruss (Chairman), Carpenter, Kezell, Moore and Weaver.

The Building Committee was authorized to invite bids on heating, wiring, and plumbing for the buildings now about to be erected, of the same to be reported to the Board for its approval or rejection.

Messrs. Carpenter and Kezell, special committee heretofore appointed on purchase of Lutz lot, were authorized to represent the Board at the judicial sale advertised for November 7, and exercise their judgment as regards the purchase of the property at this time, it being the unanimous sense of the Board that that lot should ultimately form a part of the Normal School site.

It was ordered that Messrs. Kezell, Carpenter, Snyder and Burruss be designated as a special committee to confer with the trustees of the Rockingham Memorial Hospital relative to the location of the said hospital at some point where it would be convenient to the Normal School.

On motion it was ordered that in the event the President's house on the Normal School grounds should be vacated by Mr. H. M. Norman prior to April 1, 1909, the matter of suitable tenancy of the property be referred to the Building Committee, with authority to take such action as may insure the proper care and protection thereof.

The following accounts having been approved were ordered paid, viz: The News-Register Co., \$13.90; The Washington Herald, \$18.⁰⁰; the Richmond Times-Dispatch, \$13.⁸⁶; Harrisburg Daily Times \$4.⁵⁰.

An expense account for travel, etc. incurred by President Burruss amounting to \$25.³⁵, and for incidental office expenses from July 1 to Oct. 31, amounting to \$12.⁷⁵, having been approved by the executive committee, were paid under

a former order of the Board.

The following items of expense for mileage, etc., incurred by members of the Board in attendance upon this meeting were ordered paid, viz:

J. D. Eggleston, jr	\$18.40	Orrund Stone	\$6.10
J. W. Long	7.40	Frank Moore	5.70
J. A. Pettit	10.85	E. W. Carpenter	2.25
J. W. Meason	6.70	Geo. B. Kezzell	1.75

On motion the Board adjourned to meet at the call of the President.

Attest:

A. N. Snyder, Secy.

Harrisonburg, Va., January 7, 1909.

At a meeting of the Board, held this day, there were present Messrs. Kezzell, Meason, Stone, Moore, Carpenter, Early, & Snyder.

Minutes of last meeting were read and approved.

The Secretary reported that the building contract between the Board and Messrs. W. M. Bucher & Son, with bond as provided, had been duly executed & filed.

Messrs. Kezzell and Carpenter, special committee on purchase of Lutz lot, reported the purchase of said lot on behalf of the Board at judicial sale for three thousand (\$3,000⁰⁰) Dollars. The action of the committee in the premises was ratified by vote of the Board, and the Secretary was authorized to issue a warrant for the sum named, with interest from day of sale.

Bids on heating of buildings now under construction were opened, and after due consideration it was ordered that the "Pank System" be adopted. Contract was then awarded, all members present voting aye, to the Southern Plumbing and Electric Co., of Richmond, Va., at the price of forty-one hundred and fifty (\$4150⁰⁰) Dollars, subject to the execution of satisfactory contract and bond for faithful performance.

In the matter of electrical work it was ordered