

"Section 3. The Vice Chairman of the Board (if one shall be chosen) shall perform such duties as from time to time may be assigned to him by the Board of Directors.

"Section 4. The President shall be the chief executive officer of the Company. Subject to the direction of the Board of Directors and the Executive Committee, he shall have general charge of the business, affairs and property of the Company and general supervision over its officers and agents. If present and unless he designates some other officer to preside in his stead, he shall preside at all meetings of the stockholders and, in the absence or disability of the Chairman of the Board (if one shall be chosen), at all meetings of the Board of Directors, and he shall see that all orders and resolutions of the Board of Directors and of the Executive Committee are carried into effect. He shall perform such other duties as are given to him by these By-Laws or as from time to time may be assigned to him by the Board of Directors.

"Section 5. At the request of the President or in his absence or disability, the Executive Vice President, if there be one (or the Vice Presidents, in the order of their seniority in office), may perform all the duties of the President and, when so acting, shall have all the powers of and be subject to all restrictions upon the President. Each Vice President shall perform such other duties as are given to him by these By-Laws or as from time to time may be assigned to him by the Board of Directors or the President.

"Section 6. The Secretary shall keep a record of the proceedings of the Board of Directors and of the Company; shall keep the book of stock certificates and the seal of the Company; shall attest by his signature and the seal of the Company all official documents and certificates of stock issued.

"Section 7. The Treasurer shall keep a complete set of books, showing all of the accounts, property and transactions of the Company; shall carefully examine all bills, claims, and accounts against the Company, and approve such as are found to be correct; shall collect all moneys due to the Company and deposit the same to the credit of the Company, in such bank or banks as may be directed by the Board of Directors; shall make a full report at the close of each year, showing all the transactions and the condition of the Company, and present the same to the annual meeting of the stockholders; and whenever required so to do, shall exhibit and explain all the accounts and transactions of the Company to the Board of Directors. The Treasurer shall be the custodian of and receive all moneys, bonds, notes, and other securities and property of the Company; shall give such bond, in such sum as the Board of Directors may require, for the safe keeping and proper accounting for the funds, securities, and property of the Company; shall pay out money only upon proper vouchers; shall transfer properties and securities only upon the order of the President or Directors of the Company; shall make a full report, at the close of each year, of all transactions, and present same to the annual meeting of the stockholders; and, shall make such reports to the Board of Directors as the Board may require.

"Section 8. The offices of the Secretary and the Treasurer may be filled by the same person. A Vice President may also hold the office of Secretary or Treasurer.

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