Of the President

The President shall when present be Chairman of the Board of Directors and may call meetings of them as often as he thinks proper, all Communications to or from the board, shall be made thro him, he shall have the general Superintendance of the officers in all things Consistent with the Bye Laws & the regulations established by the Board, he shall sign all the Notes issued from the Bank whether payable to bearer or order, and shall keep a Book in which shall be entered all such notes, distinguishing the date, Number, & Sum and shall take receits in the same Book, from the Cashier for all the notes, delivered to Him

Of the Cashier

The Cashier upon entering into office, shall take into his charge all the monys and notes in Bank and shall sign a Receit, therefore distinguishing the mony from the notes, he shall Countersign all the notes to be issued (not before countersigned by the former Cashier) and shall sign a Receit in the Presidents Book for all notes handed over to him to be issued, he shall deliver to the principle teller such Sum in Specie & in notes as he may judge sufficient for the daily payments, the amount and particulars of which shall be entered in his book, & acknowledged by the Teller, he shall see that the Clerks who pay & receive Mony, settle their accounts every night or if they neglect to do so, or that any error is discovered, shall report the same to the President, he shall from time to time

~~shall~~ either add to or diminish the amount of mony or notes in the hands of the Teller, I shall mark on the packages containing the mony in the Vault The sum in each, & I shall obtain daily from the Clerk, to be appointed to that Service) a list of all the notes or bills, of which notice is to be given on that day, and shall examine the total addition of their amount, he shall take into his charge all bills or notes, which shall not be paid when due & shall make an entry thereof in some book, with Remarks as to the time when paid, protested &c

Shall obtain daily from the Book Keepers, the total Sum carried into the different Ledgers to the credit of bills discounted on the preceeding day, that by comparing those sums with the bills which fell due on those days he may ascertain, that the whole was accounted for

At the expiration of every Month, he shall compare the sums carried to the credit of bills discounted in that Month, with the Discount book to ascertain that all the bills or notes there entered which became due within that period, have been paid or that such as remain unpaid were delivered to him

The Bank notes which are not intended to be reissued shall, till pasted be kept by him in bundles, those of each denomination, together, Counted & sealed up, the number of notes with their Denomination & the total Amount in Dollars being marked on the outside of each bundle And on the last day of every month he shall compare the account of notes issued & those Returned with the account in the Ledger

All Notes or Bills wether discounted or deposited shall be under the immediate Care of the Cashier & kept in bundles (those due on the same day in one bundle) & shall be delivered by him to the Runner for the purpose of making out the notices on the afternoon of the day previous to that on which the notices ought to be served.

He shall deliver all Notes or Bills to the Clerk who is to receive payment of them on the Morning of the day on which they became due. On the last day of every month, he shall take an account of the Bank notes in Bank & See that they agree with the account in the Ledger. He shall attend to the pasting of all notes cancelled & Generally to such other business as may by the directors be assigned to him.

Of the Teller

All Monys p[d] out of Bank by the Teller shall be upon checks, to Bearer and not otherwise, he shall for that purpose, Receive such sum as the Cashier may deem necessary, for which he shall sign an acknowledgement, and shall receive every Evening from the second Teller all the monys & notes received by him in the Course of the day & shall see that the Sum received by him, corresponds with the amot of the Entrys in the Receivers book he shall enter in his book all checks p[d] by him, & shall take care that no check is paid for more than the drawer has to his Credit without informing the president if he is present or if not the Cashier & shall settle his

his account every Night by handing to the book Keepers the Checks p.d in the Course of the day together with the book in which they are entered, & shall obtain from them an acknowledgement, (by marking the total Sum in his book) that the amot. of the Checks correspond with that Sum*, he shall settle every day with the officer appointed by the Bank of the U. S the dect. between the two Banks & shall at the same time ascertain the Balance

Of the second Teller

The second Teller shall receive all payments made into Bank, except for bills or notes, & where bills or notes are discharged by payment of Specie or Bank Notes shall receive for those likewise, but in every such Case, he shall mark on a paper, the sum received & deliver it to the receiver for notes to operate as a Check for the sum Expressed, he shall enter in his Book, the respective Sums by him received with the names of the payers, & shall every Evening pay over the money & Notes by him received in the Course of the day to the Teller who shall compare the same with the total addition in his Book

Of the Clerk appointed to receive payment for Bills or Notes due

He shall receive payment for all notes or bills due at Bank except where payment is made in Specie or Bank notes, When any note or bill is due at Bank is not paid on the day on which it becomes due before the bank business of the day is finished he shall apply to to the Book keeper and if it appears that the account

* Notes and he shall finally settle & adjust the whole Cash of the Day comparing it with the balance settled by the Cash Book's & shall enter the same in a Book provided for that purpose, entering therein the Specie amount of Gold Silver & Notes on Hand

of the payer is good for the sum such notes or Bills shall be charged accordingly but when that is not the case he shall make report thereof to the Cashier

It shall be his duty to obtain from the Runner every Evening the notes or Bills of which notice is to be given on the succeeding day together with a List of the number & amount of each which notes & Bills he shall Compare with the said list & Shall examine the addition of the Total he shall when right make a mark opposite the total to denote that the same has been examined & Shall Compare the said list with the ticket made out by the Discount Clerk to prove that the Number & Sums agree on the same Evening he shall hand the Book in which the list is Kept to the Cashier for his Examination & at one O'Clock on every day shall deliver over to the Cashier all Bills & Notes which were due on the preceeding day & which then remain unpaid first deducting their amount from the total due on that day in the Book above reffered to, On the Morning of every day he shall receive from the Cashier the Notes & Bills due on that day & Shall post from his Book of daily Receits into the Books Kept for the Information of the Directors all the payments made to him daily

Of the Discount Clerk

He shall enter into the book to be laid before the Directors all notes or bills left for Discount distinguishing the names the drawer or drawers to whom made payable the names of the Indorsers the date when drawn the

time of Sight or date the day when it becomes ultimate
ly due & the sum in Dollars & Cents