

## **DUTIES OF THE SECRETARY**

The Secretary shall keep an accurate record of all proceedings of the meetings of the Senate and of the Executive Committee and shall:

- a. Keep an accurate account between the Senate and its members, a membership record and such other records and books as determined by the Executive Committee.
- b. Compile, prepare, and keep an accurate account of reports made to the office by members of the organization and all tournaments held by the Senate.
- c. Have charge of and prepare the correspondence of the Senate, and shall notify the members by USPS mail, email, or any form of social media of all meetings of the Senate and Executive Committee.
- d. Make a written report with any recommendation(s) to the Senate, the Annual Meeting, and at the close of term of office.
- e. Make a report to the Executive Secretary-Treasurer of TNBA, Inc., of the newly elected Senate officers, listing addresses and telephone numbers, immediately after the election.
- f. Receive and give receipts for all dues, fees, and other monies of the Senate, and shall immediately, upon receipt, remit them with a detailed report to the Treasurer of the Senate, and obtain a receipt from the Treasurer.
- g. Forward membership fees with names and full addresses of all members and league certification fees and applications to the Executive Secretary-Treasurer of TNBA, Inc.
- h. Turn over to his/her successor all records, materials, furniture, and equipment that are the property of the Senate. It shall be returned in its entirety within 30 days of termination of position. Failure to comply may result in the Senate seeking resolution through appropriate action.
- i. Perform such other duties as may be required by the President or the Executive Committee.

Qualification for nominees for office:

1. Must have attended a National Meeting within the past two years of an election period (President and Vice-President Nominees only).
2. Any member in good standing is eligible to run for office provided that during the year immediately preceding the election year he/she meets at least three of the following qualifications:
  - a. Been a Senate or National Director or Committee Chairperson.

- b. Been a National Convention delegate.
- c. Been a Senate Member for at least one year.
- d. Have attended a minimum of two-thirds of the regularly scheduled Senate meetings.
- e. Been active in Senate activities.