

of the Texas Funeral Directors Association, Inc.; have custody of all funds and securities of the Association; make all disbursements of the Association funds upon receipt of warrants signed by the President; and keep or cause to be kept proper, accurate and classified records of all receipts and disbursements. The Secretary-Treasurer may designate TFDA office staff to carry out the above duties, but will be provided with monthly financial reports and will receive and sign a copy of all final approved minutes.

The Secretary-Treasurer shall perform such other duties as the President or Board of Directors designate; furnish a surety bond or the equivalent in such amount as may be directed by the Board of Directors, the premium or cost thereof to be paid by the Association.

**(C) (1) CANDIDATE QUALIFICATIONS FOR SECRETARY - TREASURER OF TFDA.** To seek the elected position of “Secretary-Treasurer” of the “Texas Funeral Directors Association” the following requirements must be met by each candidate:

**(a)** The candidate must be an active licensed funeral director and or embalmer in the State of Texas for at least five years and a member of the TFDA for five years and must be living in the State of Texas.

**(b)** The candidate has held office as a regional officer at least as high as President Elect or Vice President of his/her region, or has served on three consecutive and active committees of TFDA attending eighty percent (80%) of the committee meetings.

**(c)** Candidate will submit his/her qualifications and intent to run for the office of Secretary/Treasurer in writing to the Executive Director or a member of the Board of Directors of TFDA, or to the Chairman of the Nominations Committee of TFDA within 15 days from the date candidate announces his/her intent to seek this office.

**(d)** Notice by candidate or candidate representative that he/she will seek the office of Secretary/ Treasurer of TFDA, must be given 30 days before any called meeting of the Membership of TFDA where election could or will be held for this office and must be in writing and presented to the Executive Director or a member of the Board of Directors of TFDA or the Chairman of the TFDA Nominations Committee. This notice should be made public to all members 15 days before any called meeting unless the TFDA Board of Directors declares an emergency election at any called TFDA meeting.

**(e)** Candidate can or may campaign during regional meetings when given permission from the Regional President or person acting as leader of the regional meeting. Candidate may also campaign at the Annual Convention of TFDA when given permission from the President or Nominations Committee Chairman of TFDA.

**(f)** Campaign and all campaign material must be of good taste and professional conduct.

**(D) Director at Large.** The Director at Large is to be elected to the Board as a past Association President who has not held office for at least three years. The Director at