

**Section 9.06. The Secretary.** The Secretary shall keep or cause to be kept the minutes of all Section membership meetings and all Executive Committee meetings. The Secretary shall keep a roll of all members and apprentices, and take care of all correspondence and papers pertaining to or changes in the Section and/or National Constitution and By-Laws, and report such amendments to the President for approval. The Secretary will be the Chairperson of the Membership, Junior Golf and Education Committees comprised of PGA members in good standing. In the event of the absence or temporary disability of the Secretary, the Vice-President shall perform the duties of the Secretary.