**20:55:05:04.  Secretary-treasurer -- Duties.** The duties of the secretary-treasurer are as follows:

 (1)  Conduct the correspondence of the board;

 (2)  Keep a true record of all its proceedings;

 (3)  Keep a register of all persons granted licenses together with their addresses and qualifications and furnish a list of the licenses to any member of the board upon request;

 (4)  Keep books of record and account as required by the board and permit any member of the board to inspect them at any time;

 (5)  Receive all moneys payable to the board and deposit them with the state treasurer;

 (6)  Keep a record of the results of all examinations; and

 (7)  Under the direction of the board, take all necessary steps and proceedings to enforce the provisions of SDCL chapter 36-8.

 **Source:** SL 1975, ch 16, § 1; 12 SDR 122, effective January 30, 1986; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 26 SDR 143, effective May 7, 2000; 45 SDR 82, effective December 10, 2018.

 **General Authority:** SDCL 36-8-3.

 **Law Implemented:** SDCL 36-8-3.

 **Cross References:** Moneys may not be placed in local banks without permission of state auditor and state treasurer, SDCL 4-4-3; Monthly payment of receipts into treasury, SDCL 36-8-4.