

Organization of Board of School Trustees

The Board of School Trustees shall organize itself within the first fifteen (15) days of January of each year by electing the following officers:

President  
Vice-President  
Secretary  
Treasurer

President

The president of the school board shall preside at board meetings and shall perform such other duties as may be prescribed by law or by action of the Board of School Trustees.

The president shall:

- Decide, at board meetings, questions of order.
- Have the same right as other members to offer resolutions, to make motions, or second motions, to discuss questions and to vote.
- Appoint or provide for the election of all committees of the board unless otherwise directed by the board, and he/she shall be ex-officio member of all such committees.
- Call special meetings of the board.
- Sign official district documents that require the signature of the president.

In the absence of the president from a regular or special meeting of the board, the vice-president shall preside. If both the president and the vice-president are absent, then the secretary shall preside.

If for any reason the office of the president becomes permanently vacant, then the vice-president shall act as temporary president until a new president is elected. A new president shall be elected on or before the second regular meeting following the vacancy.

Vice-President

The vice-president shall have the powers and duties of the president in his/her absence or during his/her disability, and such other powers and duties as the board may from time to time determine.

Secretary

The duties of the secretary of the board shall include use of the powers and duties of the president in the absence of both the president and the vice-president or during the disability of both, and such powers and duties as the board may determine from time to time.

The function of the secretary would include the signing of all legal advertising, initialing of attachments to board minutes, signing contracts, and such other duties as prescribed by state statute.

#### Executive Secretary

The board shall appoint an executive secretary to the governing body. The executive secretary:

- (1) must be an employee of the school corporation
- (2) may not be a member of the governing body; and
- (3) must be appointed by the governing body upon the recommendation of the

superintendent of the school corporation. Once appointed the secretary shall serve until such time as the board shall appoint a new executive secretary.

The executive secretary shall be responsible for advertising notice of all public meetings of the board, shall attend all regular and special meetings of the board, and shall prepare and maintain minutes and memoranda of such meetings.

#### Treasurer

The treasurer shall be the official custodian of all funds of the school corporation and shall be responsible for the proper safeguarding and accounting of all such funds and shall (a) issue a receipt for any monies coming into his/her hands, (b) deposit such monies in accordance with the laws governing the deposit of public funds, and (c) issue all warrants in payment of expenses lawfully incurred on behalf of the school corporation; but except as otherwise provided by law, shall issue such warrants only after proper allowance or approval by the governing body. No allowance or approval shall be required by the governing body for amounts lawfully due in payment of indebtedness or payments due the State of Indiana, the United States government or their agencies or instrumentalities. The Board may appoint Deputy Treasurers to assist the treasurer in the execution of the treasurer's duties.

Treasurers shall be held harmless and be indemnified in any action at law or in equity, before courts of law or administrative agencies in which the treasurer is made a party, as to all damages, penalties, fines, whether actual or punitive and as to all costs and attorney fees incurred by the treasurer in connection therewith, provided the treasurer has acted in good faith in the performance of their duties and have not engaged in a wilful act of wrong doing.

Legal Reference: I.C. 20-26-4-1

Date Adopted: August 8, 1994

Revised: December 11, 1995; June 9, 2008