

---

**BOARD OF EDUCATION BYLAWS**

**BOARD OF EDUCATION OFFICERS**

Each officer of the Board of Education who also is a director shall continue to have all usual powers of a director including without limitation the right of discussion and voting. The duties for the Secretary and Treasurer apply regardless of whether the Secretary and/or Treasurer are members of the Board of Education or outside individuals (File BDA).

**President and Vice President**

The President of the Board of Education shall:

1. Be charged with the ordinary duties pertaining to the office under applicable law and any duties which may be conferred upon him/her by the Board of Education.
2. Preside at all meetings of the Board of Education unless delegated in the line of succession.
3. Be responsible for orderly conduct of Board of Education meetings.
4. Call special meetings of the Board of Education.
5. Sign all written contracts to which the School District may be party that have been authorized by the Board of Education, except as otherwise delegated by the Board of Education or the President and permitted by applicable law.
6. Sign all official reports of the District except as otherwise delegated by the Board of Education or the President and permitted by applicable law.
7. Appoint special committees subject to the approval of the Board of Education.

In the absence of the President, the Vice President shall have the power of the President and perform his/her duties.

**Secretary**

The Secretary of the Board of Education shall perform, or cause to be performed, the following duties:

1. Insure that a record is kept of all business transacted by the Board of Education at either regular or special meetings.
2. Copies of the minutes of the previous regular or special meetings to be distributed.
3. Notice to be given to each Board of Education member, of all special meetings of the Board of Education in accordance with applicable law and policy.
4. Be custodian of the seal of the district.
5. Notices of all school elections to be published and posted in accordance with statute. Perform such other duties in the conduct of school elections as required by law.
6. As requested by the President or the Board of Education, attest any written contract to which the district may be a party and affix the district seal thereto.
7. Perform such other duties as may be assigned by the Board of Education.

In the absence of the Secretary, the Assistant Secretary shall perform the duties of the Secretary.

**Treasurer**

The Treasurer shall perform or cause to be performed the following duties:

1. Account for all moneys belonging to the district, or coming into its possession.
2. Report to the Board on all expenditures and budget transactions of the direct Board accounts quarterly.
3. Report to the Board of Education as required for all moneys of the District.
4. Sign either by written signature or facsimile all warrants or orders drawn on the County Treasurer or checks drawn on a district depository. The Board of Education may require the countersignature of another person.

---

Board Of Education Officers – page 2

5. Cause the deposit and credit of the District moneys withdrawn from the custody of the County Treasurer and all other moneys belonging to the District in one or more depositories designated by the Board of Education.
6. Perform such other duties as may be assigned by the Board of Education.

In the absence of the Treasurer, the Assistant Treasurer shall perform the duties of the Treasurer.

Adopted May 22, 1979  
Revised November 1991  
Revised November 1993  
Revised February 1995  
Revised October 2003  
Revised May 2005

LEGAL REFS.: C.R.S. 22-32-104 (3) 22-32-105 (President and Vice President)  
C.R.S. 22-32-104 (4); 22-32-106 (Secretary)  
C.R.S. 11-10.5-111; 22-32-104 (4); 22-32-107 (Treasurer)

CROSS REFS.: BDA, Organization of the Board of Education  
BDC, Appointed Board of Education Officials  
DG, Depository of Funds  
DA, Banking Services (and Deposit of Funds)  
DH, Bonded Employees and Officers  
BE/BEA/BEB, School Board of Education Meetings/Regular Meetings/Special Meetings  
BEDA, Notification of Board of Education Meetings  
Robert's Rules of Order