

BYLAWS OF THE BOARD**Duties of the Secretary and Treasurer**

The secretary or designee shall keep in the board minutes an accurate record of all board business. The secretary shall call roll and shall sign all papers that require signature of the board.

The treasurer may confer with the superintendent concerning the form in which financial statements are to be brought before the board. The treasurer shall sign official promissory notes.

Policy

Adopted: 07-14-86

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