

DUTIES

0171 **Officers**

0171.1 **President**

The President of the Board shall:

- A. preside at meetings of the Board.
- B. countersign orders for money to be disbursed on behalf of the School District.
- C. cause an action to be prosecuted in the name of the District on the Treasurer's bond in case of breach of a condition of the bond.
- D. perform other duties appropriate to the duties of the office of the President in the management of schools.

M.C.L.A. 380.121

0171.2 **Vice President**

The Vice-President of the Board shall:

- A. preside at meetings of the Board when the President is not able to attend.
- B. perform other duties appropriate to the duties of the office of Vice-President in the management of the District as the Board determines.
- C. in case of a vacancy in the office of President, succeed to the office of President for the balance of the unexpired term.

M.C.L.A. 380.122

0171.3        **Secretary**

The Secretary of the Board shall:

- A.     verify the actions of the Board through minutes of meeting.
- B.     countersign order for monies to be disbursed on behalf of the School District.
- C.     be the chief election officer of the School District with authority to delegate election duties to a member of the administrative staff.
- D.     perform other duties required by law or by the Board of Education.

M.C.L.A. 380.123, 380.243

0171.4        **Treasurer**

The Treasurer of the Board shall, except as provided in Section 380.124:

- A.     to examine and oversee the record of expenditures as presented by the Superintendent.
- B.     countersign orders for monies to be disbursed on behalf of the School District.

M.C.L.A. 380.123, 380.125, 380.241, 380.243, 380.1221

0172         **Legal Counsel**

It shall be the duty of the legal counsel to advise the Board and the Superintendent and others as designated by the Superintendent on specific legal problems submitted by the Superintendent and to make such recommendations as required. The legal counsel shall also represent the Board as required under law.

M.C.L.A. 380.1253

0173            **Independent Auditor**

The independent auditor shall:

- A.     examine the balance sheet of the School District at the close of its fiscal year and the related statements of transactions in the various funds for the fiscal year then ended.
- B.     conduct such examination in accordance with generally accepted auditing standards and to include such tests of the accounting records and such other auditing procedures as are necessary in the circumstances.
- C.     render an opinion of the financial statements prepared as at the close of the fiscal year.
- D.     make such recommendations to the Board concerning its accounting records, procedures, and related activities as may appear necessary or desirable.
- E.     perform such other related services as may be requested by the Board.

0174            **Reports**

The Board shall publish a financial report and an annual report as required by law. In addition the Board shall publish other reports it deems necessary to keep the community and governmental authorities adequately informed about the operation of the District.

M.C.L.A. 380.246, 380.1203, 380.1204, 380.1213

0175            **Association Memberships**

The Board of Education may maintain membership in the National and State School Boards Association and shall take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations which the Superintendent and Board find to be of benefit to members and District personnel.

The materials and other benefits of these memberships will be distributed and used to the best advantage of the Board and staff.

0175.1      **School Board Conference, Conventions, and Workshops**

The Board recognizes the value of membership and attendance at conferences and meetings at the Local, County, State, and National level.

Attendance at local, County, and State workshops and conferences is encouraged.

Each Board member is expected to report back to the Board after attending a conference at District expense.

Travel and personal expenses of spouse, children, or other guest traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will borne by the District within budgetary limits.

If approved, the following are reimbursable upon submission of receipts and documentation:

conference registration fees

transportation – plan, train or automobile, including buses, taxis and limousines

mileage at the Board approved rate

toll charges and parking

lodging (In most instances reimbursement will be limited to the conference rate, however, exceptions may be made in extenuating circumstances as determined by the Treasurer.)

Meals

the maximum per-day/per-meal allowance/stipend (includes up to a twenty percent (20%) gratuity) for all travel, except for travel to the major cities listed below, that does not exceed the IRS limitations.

The President of the Board will regularly receive a record of Board member attendance at conferences.

Out-of-state travel will be reimbursed with approval of the Board.

**BOARD OF EDUCATION  
SCHOOLCRAFT COMMUNITY SCHOOL DISTRICT**

BYLAWS  
0170/page 5 of 5

© NEOLA 2011