

# **TRI-TOWNSHIP CONSOLIDATED SCHOOL CORPORATION**

## **POLICY**

### **REGARDING**

#### **INTERNAL ORGANIZATION**

The Board shall elect a President, Vice-President and Secretary.

The President shall preside over the meetings, sign documents as authorized by the Board, attest to Board minutes, call special meetings as necessary and perform other duties as appropriate.

The Vice-President shall preside at meetings when the President is not in attendance, perform other duties as appropriate as the Board determines and in case the President vacates the Board, shall succeed to the office of President for the remainder of the unexpired term.

The Secretary shall record and sign the minutes of the meetings, orders, resolutions and other proceedings, prepare the annual report of the Corporation and other reports as required by the State Board and perform other duties as required by law or the State Board.

The Board shall appoint a person, other than the Superintendent or a member of the Board to serve as the Treasurer for the Corporation. The Treasurer shall be the official custodian of all funds and is responsible for safekeeping and accounting of all funds. The Treasurer shall issue a receipt for all funds coming into his/her hands, deposit money and pay claims in compliance with the law. The Treasurer may delegate duties to a Deputy Treasurer who may not be the Superintendent or a Board member.

Adopted by the Tri-Township Consolidated School Corporation School Board this 8<sup>th</sup> day of April, 2013.

Reviewed and approved on April 21, 2016