

The Officers of the Board of Directors (Board) shall be a President, Vice President, Treasurer, and Secretary, each of whom shall be elected by the Board. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Board.

DUTIES OF BOARD PRESIDENT

The President of the Board shall be the principal executive officer of the Idaho Arts Charter School (IACS) and shall, in general, supervise and control all of the business and affairs of IACS. The President shall perform all duties incident to the office of the President and such other duties as may be prescribed by the Board. The President's duties and rights will include:

1. Presiding at all meetings of the Board and enforcing the usual parliamentary rules;
2. Offering resolutions and discussing questions;
3. Calling special meetings of the Board whenever there is sufficient business to conduct, or upon written request of other members of the Board;
4. Preparation of the agenda for meetings;
5. Exercising such other powers as may be delegated to him/her by the Board;
6. Appointing an assistant Secretary in the absence of the Secretary;
7. Affixing his/her signature to such documents as the annual financial statement, master agreements, board transcript, and all other instruments as deemed necessary by the Board for accurate and official board records.
8. Ensuring that all regular and special meetings of the Board comply with the Idaho Open Meeting Law.

DUTIES OF BOARD VICE-PRESIDENT

In the absence of the President, or in the event of inability or refusal to act, the Vice-President will perform the duties of the President and when so acting, shall have all the powers of, and be subject to all the restriction upon, the President. The Vice-President shall perform such other duties as from time to time may be assigned by the President or the Board.

DUTIES OF BOARD TREASURER

The Treasurer's duties and rights will include:

1. The charge and custody of and responsibility for all funds, assets and securities received;

2. Giving receipts for moneys due and payable to IACS as required by the Board;
3. Depositing all such money in the name of IACS in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of the Bylaws of IACS;
4. Accounting for the deposit of all monies of IACS in accordance with the provisions of the public depository laws, Chapter 1, Title 57, Idaho Code.
5. In general, performing all of the duties incident of the office of Treasurer and such other duties as from time to time may be assigned by the President or the Board.

DUTIES OF A BOARD ASSISTANT TREASURER

The Board may elect one or more Assistant Treasurers who will have such duties as the Board may prescribe. Assistant Treasurers will be subject to the control, supervision, and direction of the Treasurer of the Board. An Assistant Treasurer may perform the statutory duties prescribed by law for the Treasurer to the extent authorized by the Board.

DUTIES OF THE BOARD SECRETARY

The Secretary's duties and rights will include:

1. Keeping the minutes of the meetings of the Board in one or more books provided for that purpose. Such minutes will be available to the public;
2. Being responsible to the Board for all matters pertaining to the care of the Board's records and documents;
3. Seeing that all notices are given in accordance with the provisions with the Bylaws of IACS and as required by law;
4. Notifying all Board members of meetings and ensuring that all special meetings are called in conformance with the Open Meeting Law;
5. Being the custodian of IACS and Board record;
6. Keeping a register of the post office addresses of all members;
7. In general, performing all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board.

When the Secretary is unable to attend a meeting of the Board, the Board will appoint another person who will act as a temporary Secretary and who will keep a record of the proceedings. That person will certify the record to the Secretary, who will then enter the record.



LEGAL REFERENCE:

Idaho Code Sections

9-340, *et seq.*

33-506

33-508

33-509

33-509A

Bylaws of the Idaho Arts Charter School, Article Five Section 5

ADOPTED: August 11, 2009

AMENDED: