

## **I. Officers**

Officers of the College Board of Trustees are a President, a Vice President/Secretary, and a Treasurer, each of whom is elected by the Board of Trustees.

## **II. Election and Term of Office**

The Officers of the Board of Trustees shall be elected annually by the Board at the December meeting. Each Officer shall hold office until a successor shall have been duly elected and qualified or until death or until resignation or shall have been removed in the manner hereinafter provided.

## **III. Removal**

Any officer appointed by the Board of Trustees may be removed by the Board by a vote of a majority of the members for non-attendance or non-performance of duties, or when it is in the best interest of the Board to do so.

## **IV. Vacancies of Officers**

A vacancy occurring in one of the officer positions shall be filled by the affirmative vote of a majority of the members of the Board of Trustees. A member thus appointed to fill a vacancy shall be appointed for the unexpired term of the predecessor in that officer position.

## **V. Board President**

The Board President shall be the principal executive officer of the Board and, subject to the control of the Board, shall in general supervise and control all of the business and affairs of the College District. He/she shall, when present, preside at all meetings of the Board.

He/she may sign, with the Vice President/Secretary or any other proper officer of the Board hereunto authorized by the Board, any deeds, mortgages, general obligation bonds, revenue bonds, contracts, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these Bylaws to some other officer or agent of the Board or of the College District, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the Office of President and such other duties as may be prescribed by the Board from time to time. The Board President shall preside at all meetings of the Board. In the Board President's absence, the presiding officer shall be Vice President/Secretary, and Treasurer, in that order.

## **VI. The Vice President/Secretary**

The Vice President/Secretary shall ensure that minutes and proceedings of the Board meetings are kept in one or more books provided for that purpose, and that all notices are duly given in accordance with the provisions of these Bylaws or as required by law, and in general perform all duties incident to the Office of Vice President/Secretary and such other duties as from time to time may be assigned to him/her by the Board President or by the Board of Trustees.

## **VII. The Treasurer**

The Treasurer shall give a bond for the faithful discharge of his duties in such penalty and such surety of sureties as the Board of Trustees shall determine. He/she shall have charge and custody of and be responsible for all funds of the College District and shall disburse or cause the disbursement of all funds on the order of the Board of Trustees; receive and give receipts for monies due and payable to the District from any source whatsoever; deposit all such monies in the name of the District in such

banks, trust companies, or other depositories as shall be selected in accordance with the provisions of these Bylaws; sign all general obligation bonds and coupons attached thereto; and in general perform all the duties incident to the Office of the Treasurer and such other duties as from time to time may be assigned to him by the Board President or by the Board of Trustees.

---

*July 2004*

*Amended 01/2007*

*Amended 09/2007*

*Amended 07/2009*

*Amended 05/2014*

*Amended 08/2014*

*Amended 04/13/2015*

*Amended 04/10/2017*

*Amended 05/08/2017*