

## II. OFFICERS

A. The Jefferson Parish School Board shall elect one of its members to serve as President and one to serve as Vice-President for a term of one (1) year, provided such term does not extend beyond the individual member's term of office. The President shall not be eligible to succeed himself/herself;

B. The President shall preside at all meetings of the Board and shall call special meetings when required. The President will work with the Superintendent on the agenda, which must adhere to State law. He/she and the Superintendent, acting as Secretary to the Board, will sign the minutes and other official documents which require the signature of the President. He/she shall perform other duties prescribed by law or Board policy.

C. In the absence of the President or in the event of his/her death, or his/her inability or failure to act, the Vice-President shall perform the duties of the President and, when so acting, shall have all the powers of the President. If the President and Vice-President are absent from a meeting at which a quorum is present, the Superintendent shall preside until the members elect one of their members to serve as the President for that meeting.

D. The Superintendent shall serve as the Secretary and Treasurer of the Board. As Secretary, he/she shall conduct all correspondence of the Board, keep and preserve all its records, receive all reports required by the Board, and see that such reports are in proper form, complete and accurate. He/she shall announce all meetings, prepare, with the Board President, the agenda of all meetings, and attend all meetings of the Board and of its committees. In case the Superintendent/Secretary is absent, the Board may appoint another member of the Board, or other school personnel under the jurisdiction of said Board to act as Secretary.

E. As Treasurer, the Superintendent shall have the authority to sign and execute any and all documents associated with all transactions duly approved by the Board. He/she shall also be designated as the official custodian of all funds to which the Board is entitled by law and shall be responsible for the proper safeguarding and accounting for all such funds.

F. The Treasurer shall issue a receipt for any monies coming into his/her hands and deposit such monies in accordance with the laws governing the deposit of public funds. He/she shall issue warrants in payment of expenses lawfully incurred on behalf of the School Board, but except as otherwise provided by law, shall issue such warrants only after proper allowance or approval by the Board.

G. The Jefferson Parish School Board shall require the Superintendent and Board President, or other appropriate designated personnel, who are authorized to sign all checks written against school funds, to furnish a surety bond of not less than fifteen thousand dollars. In addition, the Superintendent, as treasurer of the Board, shall furnish an indemnity bond, made in favor of the governor and the Board in an amount to be set by the Board.

1. All bonds shall be purchased by the Board from a company licensed to do business in Louisiana. In addition, all bonds purchased by the Board on its employees shall include coverage against loss sustained by the Board through fraudulent or dishonest acts committed by any of the bonded employees or persons.

Ref: La.R.S. 17:95, 17:97