

## **SCHOOL BOARD INTERNAL ORGANIZATION**

In conformity to the Laws of the State of Oklahoma, the Board of Education shall consist of five members; each serving a five year term with one member's term expiring each year. All members shall be elected at large. When the board may appoint someone to a vacant board position, any legally qualified voter meeting the qualifications for office and of the Colcord Independent School District may become a candidate for a place on the Board of Education by filing a prescribed form in writing with the clerk of the board prior to the deadline set by the school board. The Board of Education shall have the authority to fill the vacancy which may occur in that body as provided by law.

### Officers

Officers of the Board shall be president, a vice-president, a clerk, and assistant clerk, all to be elected at the first regular special or emergency meeting of the Board following the election and certification. In addition to the elected members of the board there shall be appointed, outside board membership, a treasurer who is responsible for maintaining Colcord's various school funds and monies.

### Duties of Officers

1. President

The President of the Board shall serve as presiding officer and manage the routine work of the Board, sign all contracts, sign all warrants authorized by the Board to be drawn on the treasurer, serve as spokesman of the Board and perform other duties that are delegated to him by State Law or by the Board.

2. Vice-President

It shall be the duty of the Vice-President to perform all the duties of the President in case of his/her absence or disability.

3. Clerk

It shall be the duty of the clerk to notify all members in due time of all meetings of the Board; to keep an accurate journal of the proceedings of the Board; to take charge of district books and documents; to countersign all warrants drawn up on the Treasurer by the Board of Education; and to perform such other duties as the Board of Education requires. (Most of this will be done by the Superintendent's Office. The clerk need not do this; merely see that it is done).

4. Assistant Clerk

It shall be the duty of the Assistant Clerk to fulfill all duties of the Clerk of the Board in the event of his/her absence.

5. Treasurer

- A. Shall receive all state appropriations, district school taxes and all other funds belonging to the school district and report same to the clerk, who, in turn, reports to the Board of Education.

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- B. Shall promptly pay from school district funds, upon proper orders approved by the Board of Education, all bills according to the provisions of the school code.
- C. Shall deposit school district funds in the school depository as directed by the Board of Education, and at the end of each month make a written report to the clerk of the Board the amount of the funds received and disbursed by him/her during the month as well as the amounts on deposit.
- D. Shall make all deposits in the name of the school district.
- E. Shall perform such other acts and duties pertaining to the district as the Board of Education may direct or be required by law to perform.
- F. The treasurer shall submit accounts for the audit of the school district.
- G. Shall keep general accounts showing all the receipts, appropriations and expenditures of the district and the same shall be open for inspection by members of the Board.

**REFERENCE: 70 O.S. §5-107A**  
**70 O.S. §5-119**  
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