

InTech Collegiate High School Board of Governors Bylaws

I. Membership

- 1.1 The membership of the Board of Governors (Board) is comprised of eight members.
- 1.2 Members will serve two-year terms from the date of their appointment and may be reappointed for additional terms.
- 1.3 Appointments made in filling a vacancy are selected as follows:
 - 1.3.1 Two (2) members from Utah State University appointed by the Dean of the College of Education and Human Services.
 - 1.3.2 One (1) member from Cache County School District appointed by the Cache County School Board President.
 - 1.3.3 One (1) member from Logan, Rich, or Box Elder School Districts to serve on a two-year rotating basis appointed by the respective local school board president.
 - 1.3.4 Two (2) parent members who have students enrolled in the school. These positions are elected by said parents.
 - 1.3.5 Two (2) members from the business community, appointed by the Board of Governors.
- 1.4 Members of the Board will serve without compensation.

II. Powers and Responsibilities

- 2.1 The Board shall exercise such powers and authority established by law, policies of the State Charter Board or their specific delegation, and such powers and authority not specifically denied by the State Board of Education or by law and as may be necessary and proper to ensure the effective and efficient administration and operation of the school.
- 2.2 The Board shall exercise the powers and responsibilities granted by the operating authority of the charter and approved by the State Board of Education.
- 2.3 The Board will enact policies and render final arbitration on personnel issues.
- 2.4 An officer appointed or elected by the Board may be removed from office for cause by vote of two-thirds of the Board.
- 2.5 A Board member may be removed by a two-thirds vote of the Board.

III. Officers of the Board

- 3.1 **Chair/Co-Chairs** – The Chair and/or Vice Chair shall be elected by the Board at its August meeting and serve for two years, or until his/her successor is elected and qualified. No Board member shall be eligible to serve more than two consecutive terms as Chair and/or Vice Chairs\). The Chair and/or Vice chair shall preside at all meetings of the Board and as directed by the Board, shall have such other duties, powers, and responsibilities as assigned by the Board, provided that the Board may also authorize its executive and other officers to execute such business, including contracts and other documents, as the Board may from time to time authorize and direct.
- 3.2.1 **Secretary** – The school administrative assistant will serve as secretary for the Board. The secretary shall be charged with the responsibility of recording and maintaining a record of all Board meetings and shall perform such other duties as the Board may direct. If the secretary is absent a Board member or another school employee may serve in this capacity.
- 3.2.2 **Treasurer** - To provide internal financial controls necessary to meet generally accepted accounting principles, a Board Treasurer should be appointed to:
- 1) Ensure on a regular basis (monthly) that board policy regarding financial procedures are being followed,
 - 2) Review monthly expenditures to ensure that funds are used and managed according to legal and ethical principles, and
 - 3) With the school's director and other financial management personnel, periodically (monthly) provide a summary of adherence to financial procedure and opinion as to legal/ethical appropriateness of expenditures.

IV. Committees

- 4.1 **Committee Assignments** –The Board may appoint standing and other special committees as the Board or the Chair and/or Vice Chair may determine from time to time to be necessary or appropriate. The members of all standing and special committees and their respective chairs shall be appointed by the Chair and/or Vice Chair of the Board.
- 4.2 **Staff Support** – The School Principal/Chief Executive Officer may provide such staff and support services as may be necessary to each standing and special committee.

V. Meetings

- 5.1 The Board shall meet a minimum of ten times annually.
- 5.2 Special meetings of the Board may be called by the Chair and/or Vice Chair of the Board, or in the Chair and/or Vice Chair's absence by a majority of the members.
- 5.3 All meetings of the Board shall be in compliance with the Utah Open and Public Meetings Act.
- 5.4 A quorum for conducting the business of the Board shall consist of four members, whether present in person or present by means of electronic equipment. Board action may be taken by majority vote whenever a quorum is present.
- 5.5 Proxy voting shall not be permitted at meetings of the Board.
- 5.6 The Board may meet in Executive Session as provided by the Utah Open and Public Meetings Act.
- 5.7 Absent specific law, regulation, resolution, or action to the contrary, a Parliamentary order, such as Robert's Rules of Order, may apply to the Board proceedings.

VI. Chief Executive Office and Professional Staff.

- 6.1 **Principal/Chief Executive Officer** – The Board shall select and appoint a principal/chief executive officer of the Board with a title consistent with the role and mission of the school. The Principal/Chief Executive Officer serves at the pleasure of the Board at such salary with other benefits and in such capacities as the Board may direct. The Principal/Chief Executive Officer shall be responsible to the Board (1) to see that policies, finances, and programs are properly executed; (2) to furnish information about school activities and functions; (3) to provide leadership in all activities affecting the school; and (4) to do such other things as may be directed by the Board in carrying out duties and responsibilities under the law.
- 6.2 **Employees** – The Principal/Chief Executive Office shall submit for approval all employees of the school to serve at the pleasure of the Board at such capacities as the Board may determine and direct.
- 6.3 **Grants** – All grants more than \$10,000 will be submitted to the Board for perusal and support, four days before submittal to the granting agency. A list of grants under \$10,000 will be given out at Board meetings.

VII. Public Information

- 7.1 **Official Pronouncement** – The Chair and/or Vice Chair of the Board are the only members of the Board authorized to make official pronouncements for the Board. The Principal/Chief Executive Officer is ex-officio authorized to speak for the Board and the school with respect to any policy matters that have received the approval of the Board and on administrative matters, which have been entrusted to him or her by law or by the Board.
- 7.2 **Releases and General Information** – The Principal/Chief Executive Officer, or in his/her absence a designated deputy, may issue such news releases, general information, and other communications regarding the administration of the school, as will serve its interest, such releases to be consistent with Board policies and practices.

VIII. Pecuniary Interest

- 8.1 **Board Members** – Unless notification is made, no Board member shall have, direct or indirect, pecuniary interest in any contracts made in behalf of the school.
- 8.2 **Pecuniary responsibility of Board of Governor Member** – The Board member is responsible to notify the Board if any pecuniary interest is pending with the school.

IX. Amendments

- 9.1 These bylaws may be amended at any regular Board meeting by a majority vote, provided that a copy of the proposed amendment shall be given in writing to each Board member at least seven days before action on the amendment is taken.
- 9.2 These bylaws are subject to applicable provisions of law. To the extent of any inconsistency between these bylaws and such law, or in the event applicable law is later amended to become inconsistent with these bylaws, these bylaws shall be deemed amended accordingly.