Power and Duties of Officers

Board of Trustees – Constitution

CWU Policy 106-08

Effective: ~~June 2013~~

Policy Review Date: YEAR

Policy Executive: Board of Trustees

Responsible Office/Unit: Secretary of the Board of Trustees

Policy Statement:

This policy is adopted to clarify the Board of Trustees officer roles and responsibilities as stated in RCW 28B.35.100-195. This policy communicates expectations on record keeping, meeting process, authorizing actions, and fiscal responsibilities.

Applicability:

This policy applies to the CWU Board of Trustees officers.

Content:

Policy

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(1) Chair and ~~Vice~~ Chair Elect.

A. The chair of the B~~b~~oard of T~~t~~rustees shall preside at meetings of the board of trustees. In event of the chair's absence or inability to act, the ~~vice~~ chair elect shall preside.

B. The chair of the board and the ~~vice~~ chair elect are severally authorized, on behalf of the B~~b~~oard of T~~t~~rustees, to execute, and except where express authority has been elsewhere conferred by law, or by rule, order, or resolution of the board of trustees, all contracts, deeds, leases, notes, mortgages, deeds of trust, bonds, indentures, warrants, undertakings, powers of attorney, releases, and satisfactions of mortgages and indebtedness, re-conveyances under deeds of trust, and all other releases, when the same have been authorized to be executed by the B~~b~~oard of T~~t~~rustees.

C. In case of the absence of the chair and ~~vice~~ chair elect from any meeting of the B~~b~~oard of T~~t~~rustees, or in case of the inability of both of the two to act, the B~~b~~oard of T~~t~~rustees shall elect for that meeting a chair PRO TEMPORE, and may authorize such chair PRO TEMPORE to perform the duties and acts authorized or required by said chair or ~~vice~~ chair elect to be performed, as long as the inability of these said officers to act may continue.

(2) The Secretary to the Board of Trustees.

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A. The secretary to the board of trustees or their designee shall give public notice of all meetings of the board of trustees and all meetings of committees of the board of trustees.

B. The secretary shall ensure that minutes are kept of the proceedings of the board of trustees, and the proceedings of all committees.

C. The secretary or their designee shall be the custodian of all official records of the board of trustees including the minutes of all meetings of its committees and of all deeds, contracts, and other documents and papers of the Bboard of Ttrustees, unless otherwise directed by the Bboard of Ttrustees.

D. The secretary is authorized, with the chair or ~~vice~~ chair elect of the Bboard of Ttrustees, on behalf of the Bboard of Ttrustees, to execute or to attest all contracts, deeds, leases, notes, mortgages, deeds of trust, bonds, indentures, warrants, undertakings, powers of attorney, releases and satisfactions of mortgages and indebtedness, re-conveyances under deeds of trust, and all other releases, when the same have been authorized to be executed by order of the board of trustees.

E. The secretary is authorized to respond to all correspondence on behalf of the board and to initiate and send correspondence on behalf of the board.

~~A.~~F. The secretary shall be custodian of the seal of the board of ~~trustees, and~~trustees and shall affix the seal to documents and certifications executed on behalf of the board of trustees.

(3) Treasurer.

A. The treasurer of the Bboard of Ttrustees shall, in the name of the board of trustees, receive and take charge of all moneys and property of the university subject to the control and direction of the board of trustees.

B. The treasurer shall make such reports on all matters pertaining to the fiscal operations of the board of trustees, as shall be requested by the board of trustees.

C. The treasurer is authorized to receive on behalf of the Bboard of Ttrustees, any funds, securities, properties, or other assets distributed to the board of trustees of Central Washington University or departments or divisions thereof, from any estate or trust, or received as gifts, and to issue appropriate receipts and releases in connection therewith.

~~A.~~D. The treasurer is likewise authorized to receive and to issue receipts and releases for any funds or other assets payable or deliverable to the board of trustees of Central Washington University as a result of any court action.

(4) Special Authority of Officers.

A. The officers of the Bboard of Ttrustees shall have such powers and shall perform such duties in addition to those in this constitution set forth as may be delegated to them by the board of trustees.

History:

12/2011, Res. 11-14; 06/2013, Res. 13-04
06/2008; 12/2011: Responsibility: Board of Trustees; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 06/2013; Approved by: James L. Gaudino, President
Reformatted and Assigned new Policy Number - Previous Policy CWUP 1-60-080, June 2025

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