

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:

Applicability:

Content:

Policy

(1) Chair and Vice Chair.

- A. The chair of the board of trustees shall preside at meetings of the board of trustees. In event of the chair's absence or inability to act, the vice chair shall preside.
- B. The chair of the board and the vice chair are severally authorized, on behalf of the board of trustees, 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 board of trustees.
- C. In case of the absence of the chair and vice chair from any meeting of the board of trustees, or in case of the inability of both of the two to act, the board of trustees 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 to be performed, as long as the inability of these said officers to act may continue.

(2) The Secretary to the Board of Trustees.

- A. The secretary to the board of trustees shall give public notice of all meetings of the board of trustees and all meetings of committees of the board of trustees. The secretary shall ensure that minutes are kept of the proceedings of the board of trustees, and the proceedings of all committees. The secretary 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 board of trustees, unless otherwise directed by the board of trustees. The secretary is authorized, with the chair or vice chair of the board of trustees, on behalf of the board of trustees, 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. 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. The secretary shall be custodian of the seal of the board of 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 board of trustees 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. 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. The treasurer is authorized to receive on behalf of the board of trustees, 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. 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 board of trustees 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:
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