

Provisions Relating to Duties of Certain Officers of the Board of Trustees

Board of Trustees – Bylaws

CWU Policy 107-03

Effective: February 21, 2020

Policy Review Date: YEAR

Policy Executive: Board of Trustees

Responsible Office/Unit: Secretary to the Board of Trustees

Policy Statement:

Applicability:

Content:

Policy

(1) Secretary.

- A. The secretary shall assist all committees of the board of trustees as required by them, and shall cooperate with all other officers of the board as may be requested by them in the performance of their duties.
- B. The secretary may certify to any action of the board of trustees or its committees, or to the identity, appointment, and authority of officers of the board of trustees or to the provisions of the board of trustees constitution.
- C. The secretary shall cause to be filed or recorded in appropriate offices of public record, or posted, or published, as may be required by law or as may be necessary for the protection of the university, documents and notices which it is necessary or appropriate for the secretary to file, or record, or post, or publish, in the performance of his or her duties.
- D. The secretary is authorized, in the name of the board of trustees, to execute proxies, sign receipts and acknowledgements, and notices and declarations, as may be appropriate or necessary in the performance of his or her duties as ordered by the board of trustees. The secretary is authorized to respond on behalf of the board to all correspondence and initiate and send correspondence on behalf of the board.

(2) Treasurer.

- A. The treasurer is authorized to give receipts for all money due the board of trustees, and for all securities which the board of trustees is entitled to possess, which are received by the treasurer.
- B. The treasurer is authorized to endorse checks and warrants in the name of the board of trustees as ordered by the board of trustees, but only for deposit in depository accounts of the board of trustees.

History:

*12/2011, Resolution 11-15
06/2008, 12/2011; Responsibility: Board of Trustees; Authority: Cabinet/UPAC; Reviewed/Endorsed by:
Cabinet/UPAC; Review/Effective Date: 02/21/2020; Approved by: James L. Gaudino, President
Reformatted and Assigned new Policy Number - Previous Policy CWUP 1-70-030, June 2025*