



DUTIES AND AUTHORITY OF BOARD OF TRUSTEES BYLAW

Board Bylaw: 1.2100
Policy Number:
Subject Area: Board of Trustees Bylaws
Adopted: 08/16/2004
Revised: 01/25/2021

AUTHORITY OF MEMBERS OF THE BOARD OF TRUSTEES

Board members have the authority to take official Board action only as a Board of Trustees legally in session. No member or employee of the Board of Trustees shall have the power to act in the name of the Board unless authorized to do so by the Board of Trustees in legal session. Such authority must be set forth specifically in the minutes of the meeting in which it is authorized.

DUTIES OF THE BOARD OF TRUSTEES

The duties and responsibilities of the Board shall include, but not be limited to, the following:

- Select and appoint the President, who serves as the chief executive officer of the College.
- Consider, review, and take appropriate action on the recommendations of the President
- Consider and take appropriate action on recommendations of the President in all matters of policy relating to the welfare of the school, including rates of employee compensation, site utilization and facilities improvement, capital outlay, and curricular offerings.
- Consider and take appropriate action on recommendations of the President concerning appointment, retention, or dismissal of staff members in accordance with applicable law.
- Approve the annual budget.
- Approve the expenditures of all funds.
- Provide ways and means for adequate financial support in accordance with the applicable statutes of the state, federal, and local governments.
- Function as the policy-making body charged with control of the College, leaving the executive function to the President.
- Establish temporary Board advisory committees as needed.
- Exercise the power to purchase, lease, condemn, or in any other legal manner acquire real and personal property deemed necessary for the operation of the College.
- Serve as the final appellate level in the College for students, employees, and citizens of the Community College District No. 501 on matters of Board policy and College procedure.

DUTIES OF THE CHAIRMAN

The duties of the Chairman of the Board shall include the following:

- Preside at meetings of the Board of Trustees.
- Appoint all temporary committees of the Board.
- Call special meetings as required.
- Direct President to notify members of the Board of all regular, special and adjourned meetings.
- Perform such other duties as may be prescribed by the statutes of the State of Illinois and as may be required to ensure the efficient functioning of the Board of Trustees.
- Sign all official documents and orders as agent of the Board when authorized to do so by the Board.
- Serve as ex-officio member of all Board committees.
- Award certificates and degrees at the Commencement Exercise.

DUTIES OF THE VICE CHAIRMAN

The duties of the Vice-chairman of the Board shall include the following:

- Act as the temporary Chairman when the Chairman is unable to perform his duties due to absence or illness.
- Perform such other duties as may be prescribed by law and by action of the Board of Trustees.
- Act as parliamentarian.

DUTIES OF THE SECRETARY

The duties of the Secretary to the Board of Trustees shall include the following:

- Take roll at all Board meetings.
- Affirm documents as appropriate.
- Sign appropriate documents as required.

On behalf of the Secretary, the President's Office shall:

- Provide for a record of the minutes of each Board meeting and the transmittal of a copy of the minutes to each member.

- Keep a record in a separate book of the names of all members of the Board, the date of each member's election, the length of each member's term and the date of its expiration, and a file of all reports made by Board committees.
- Keep a current and complete record and text of the By-laws and Policies of the Board and publish same from time to time.
- Furnish all members of the Board with an official copy of the text of any amendments, additions, or deletions to Board by-laws and policies.
- Perform such other duties as may be prescribed by law and by action of the Board of Trustees.

DUTIES OF THE TREASURER

A Treasurer shall be appointed annually by the Board as provided by law. Before beginning his duties, the Treasurer shall execute a bond in the manner required by law. (See Illinois Revised Statutes, Chapter 122, Sections 103-18 and 103-19.) The duties of the Treasurer shall include the following:

- Perform all applicable statutory duties.
- Sign checks as required.

On behalf of the Treasurer, the appropriate administrative office shall:

- Keep an accurate record of all functions and transactions of his office.
- Furnish the Board with such reports as may be required.

Approval History: Authorities of Members of the Board of Trustees 1.25; Duties of the Board of Trustees 1.500, Approved September 16, 2004; Duties of the Chairman 1.453; Duties of the Vice Chairman 1.454; Duties of the Secretary 1.455; Duties of the Treasurer 1.456