

PRESIDENT, SECRETARY, AND TREASURER OF BOARD

291.1 President duties.

The president of the board of directors shall preside at all of its meetings, sign all contracts made by the board, and appear in behalf of the corporation in all actions brought by or against it, unless individually a party, in which case this duty shall be performed by the secretary. The president or the president's designee shall sign, using an original or facsimile signature, all school district warrants drawn as provided by law. The board of directors, by resolution, may designate an individual, who shall not be the secretary, to sign warrants on behalf of the president.

[C51, § 1122, 1123, 1125; R60, § 2039, 2040; C73, § 1739, 1740; C97, § 2759; C24, 27, 31, 35, 39, § **4304**; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 291.1]

94 Acts, ch 1175, §11

291.2 Bonds of secretary and treasurer.

The secretary and treasurer, within ten days after appointment and before entering upon the duties of the office, shall execute to the school corporation a surety bond in an amount sufficient to cover current operations as determined by the board. All such bonds shall be continued to the faithful discharge of the duties of the office. The amount and sufficiency of all surety bonds shall be determined and approved by the board and shall be filed with the president. The cost of the surety bond shall be paid by the school corporation. If a single person serves as secretary and treasurer, pursuant to section 279.3 or 260C.12, only one bond is necessary for that person. The secretary and treasurer may give bond under a single bond covering other employees of the district.

[C51, § 1144; R60, § 2037; C73, § 1731; C97, § 2760; C24, 27, 31, 35, 39, § **4305**; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 291.2; 82 Acts, ch 1012, § 2, ch 1086, § 2]

93 Acts, ch 127, § 6

291.3 Cost of bond.

If the bond of an association or corporation as surety is furnished, the reasonable cost of such bond may be paid by the school corporation.

[C27, 31, 35, § 4305-a1; C39, § **4305.1**; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 291.3]

291.4 Oath.

Each shall take the oath required of civil officers, which shall be endorsed upon the bond, and shall complete the qualification within ten days.

[C97, § 2760; C24, 27, 31, 35, 39, § **4306**; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 291.4]

Footnotes

Oath of office, § 63.10

291.5 Action on bond.

In case of a breach of the bond, the president shall bring action thereon in the name of the school corporation.

[C51, § 1144; R60, § 2037; C73, § 1731; C97, § 2760; C24, 27, 31, 35, 39, § **4307**; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 291.5]

291.6 Duties of secretary.

The secretary shall:

1. *Preservation of records.* File and preserve copies of all reports made and all papers transmitted pertaining to the business of the corporation.
2. *Minutes.* Keep a complete record of all the proceedings of the meetings of the board and of all regular or special elections in the corporation in separate books.
3. *Account with treasurer.* Keep an accurate, separate account of each fund with the treasurer, charge the treasurer with all warrants and drafts drawn in the treasurer's favor, and credit the treasurer with all orders drawn on each fund.
4. *Claims.* Keep an accurate account of all expenses incurred by the corporation, and present the same to the board for audit and payment.

[C51, § 1126, 1128; R60, § 2041, 2042; C73, § 1741, 1743; C97, § 2761; S13, § 2761; C24, 27, 31, 35, 39, § **4308**; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 291.6]

291.7 Monthly receipts, disbursements, and balances.

The secretary of each district shall file monthly with the board of directors a complete statement of all receipts and disbursements from the various funds during the preceding month, and also the balance remaining on hand in the various funds at the close of the period covered by the statement, which monthly statements shall be open to public inspection.

[S13, § 2761; C24, 27, 31, 35, 39, § **4309**; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 291.7]

93 Acts, ch 127, § 7

291.8 Warrants.

The secretary shall draw each order on the treasurer, specify the fund on which it is drawn and the use for which the money is appropriated; countersign using an original or facsimile signature and keep a register of the order, showing the number, date, to whom drawn, the fund upon which it is drawn, the purpose and the amount; and at each regular annual meeting furnish the board with a copy of the register.

[C51, § 1122, 1123, 1126; R60, § 2039, 2041, 2061; C73, § 1739, 1741, 1782; C97, § 2762; S13, § 2762; C24, 27, 31, 35, 39, § **4310**; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 291.8]

94 Acts, ch 1175, §12

291.9 School census. Repealed by 86 Acts, ch 1016, § 8.

291.10 Reports by secretary.

The school district shall file an annual report with the director of the department of education on forms

prepared for that purpose.

[C51, § 1127; R60, § 2046; C73, § 1744, 1745; C97, § 2765; S13, § 2765; C24, 27, 31, 35, 39, § **4313**; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 291.10]

84 Acts, ch 1219, § 17; 85 Acts, ch 212, § 21, 22; 86 Acts, ch 1016, §4, 5; 92 Acts, ch 1187, § 6

291.11 Officers reported.

The secretary shall report to the director of the department of education, the county auditor, and county treasurer the name and post office address of the president, treasurer and secretary of the board as soon as practicable after the qualification of each.

[C73, § 1736; C97, § 2766; C24, 27, 31, 35, 39, § **4314**; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 291.11]

85 Acts, ch 212, §21

291.12 Duties of treasurer payment of warrants.

The treasurer shall receive all moneys belonging to the corporation, pay the same out only upon the order of the president countersigned by the secretary, keeping an accurate account of all receipts and expenditures in a book provided for that purpose. The treasurer shall register all orders drawn and reported to the treasurer by the secretary, showing the number, date, to whom drawn, the fund upon which drawn, the purpose and amount.

[C51, § 11381140; R60, § 20482050; C73, § 17471750; C97, § 2768; S13, § 2768; C24, 27, 31, 35, 39, § **4316**; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 291.12]

291.13 General and schoolhouse funds. Repealed by 94 Acts, ch 1029, §32, effective July 1, 1995. See chapter 298A.

291.14 Financial statement.

The treasurer shall render a statement of the finances of the corporation whenever required by the board, and the treasurer's books shall always be open for inspection.

[C51, § 1141; R60, § 2051; C73, § 1751; C97, § 2769; S13, § 2769; C24, 27, 31, 35, 39, § **4320**; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 291.14]

291.15 Annual report. Repealed by 92 Acts, ch 1187, § 11.