



File: AR-BDB

BOARD OFFICERS

President of the Board (Corporation President and CEO)

The Chair of the Board of Directors shall also be the President and Chief Executive Officer of the Corporation. He or she shall preside at all meetings of the Board of Directors. He or she shall call all regular and special meetings when deemed necessary and when called for. He or she shall have the power to sign all contracts and any other obligations on behalf of the Corporation. The Chair shall provide oversight and guidance of the expectations of Board Members in their role as representatives of the school.

The Chair of the Board shall have such other powers and duties as are incident to said office and not inconsistent with its Bylaws, or as may at any time be assigned by the Board of Directors.

Vice President of the Board (Corporation Vice President)

The Vice-Chair of the Board of Directors shall also be the Vice-President of the Corporation. He or she shall familiarize themselves with the affairs of the Corporation and in the event of the disability or absence of the Chair from any place in which the business is to be done, the Vice-Chair shall have all the powers and perform all the duties of the Chair. The Vice-Chair shall have such other powers and the Board of Directors may at any time assign duties as to them.

Treasurer

The Treasurer together with the Chair shall have the general supervision of the finances of the Corporation. The Treasurer shall be responsible for the receipt of all funds in the name of the Corporation in the bank approved by the Board of Directors. Working with the Finance Manager employed by the Corporation, ensure current financial records are kept at all times and reports on the financial status of the Corporation shall be submitted at all meetings of the Board of Directors with copies provided for the minutes. The treasurer shall have signature authority

along with any other persons the Board shall designate. Subject to the Board of Directors, the Treasurer shall have such powers and duties as are incident to the office and not

Adopted May 1, 2009
Amended July 7, 2011



inconsistent with these By-Laws, or as may at any time be assigned to the Treasurer by the Board.

Secretary

The Secretary shall cause to be entered in the minute books of all meetings of all committees and the Board of Directors shall have charge of all books and papers pertaining to said office; and shall be responsible for the giving of all notices and for the making of all statement and reports required of the Corporation or of the duly Secretary by law. The Secretary shall attest by signature to all instruments duly authorized and requiring the same. The Secretary shall perform such duties as are incident to the office, and shall have such other powers and duties, in addition to those elsewhere provided in these Bylaws, as may be at any time assigned by the Board of Directors.

Duties of the Treasurer and Secretary May Be Combined

The duties of the treasurer and Secretary may be combined by the Board of Directors

Other Officers

The Board of Directors may elect other officers as it may deem necessary and appropriate and shall prescribe the powers and duties of any other officer of the Corporation.