

Bylaws

Dansville Schools currently operate under the provisions of the Revised School Code, applicable state and federal laws and regulations. Adoption of the by-laws is a requirement of the school code.

The Board of Education is composed of seven members who are elected for terms of four years. The Board of Education exists to further the acquisition of knowledge and skills of pupils attending the district. The Board of Education is the governing or policymaking body representing the citizens and students of the district.

Members holding office on July 1, 2009, and the expiration of their current terms are listed below:

Carolyn Jones	Term Expires	June 30, 2012
David Lilly		June 30, 2012
Mary Clinton		June 30, 2013
Michael Kapp		June 30, 2010
Daniel Pheils		June 30, 2010
Phillip Minshall		June 30, 2011
Charlie O'Rourke		June 30, 2011

Members of the Board of Education are elected annually. Vacancies will be filled in accordance with the provisions of the school code.

The Board of Education subscribes to and supports the laws and constitution of the United States of America and the State of Michigan.

At the first annual meeting in July the Board of Education will adopt its by-laws and organize the Board to serve the needs of students and district residents. The Superintendent will call the meeting to order until a President of the Board of Education is elected.

All motions and by-laws are required to have a majority of the Board to pass. A majority consists of four members, regardless of the number of Board members in attendance.

The Board shall elect a President, Vice-President, Secretary and Treasurer. The above appointments will be for a period of one year, unless a majority of the Board votes to remove a member from office. Officers will be elected at the organizational meeting by roll call vote.

The duties of the Board offices are attached as Appendix A.

Board members receive \$30.00 per meetings attended and \$20.00 per committee meetings attended.

Board Members will be reimbursed for expenses for school functions upon proper request for reimbursement and approval for the expenses by a majority of the Board.

The Board of Education will be a member of the Michigan Association of School Boards and other organizations as determined by a majority of the Board.

The Board of Education operates under a modified Robert's Rules of Order. "Modified" means that the Board often discusses an issue prior to a motion being offered. All motions must have been proposed and seconded before brought to a vote.

The agenda of each meeting will be prepared by the Superintendent with the consent of the Board President. The agenda will be accepted or altered at the beginning of each Board meeting. The agenda will have organizational items to include citizen comments, Board Member reports and requests, report on written communication and such other items as deemed necessary. The agenda will have "Action Items" that are to be voted on by the Board of Education. Agenda items may be grouped to include "Consent Items" suggested by the Superintendent. Any individual Board Member may pull any item off the Consent Calendar by simply stating she/he wishes to vote on an item separately. The agenda will have "Discussion/For Information Items" which generally are not voted upon at Board meetings.

The Board of Education will meet on the third Monday of each month (except February which will be held on the 4th Monday) at 7:00 p.m. the elementary school library.

July 20, 2009	December 21, 2009	April 19, 2010
August 17, 2009	January 18, 2010	May 17, 2010
September 21, 2009	February 22, 2010	June 21, 2010
October 19, 2009	March 15, 2010	
November 16, 2009		

The adoption of these by-laws shall constitute notice to all Board members of the regular meetings. Special Board meetings may be called by the president or any two Board members in compliance with P.A. 267 of 1976. A quorum must be present to hold a Board meeting. Board members will be notified of special Board meetings in accordance with provisions of the school code, or in the case when special Board meetings are scheduled during a lawful Board meeting, the vote shall constitute notice to Board Members. Other special Board meetings shall be scheduled by providing notice to each Board member via US mail or courier.

Meetings will be posted in accordance with the Revised School Code by the secretary of the Board of Education or his/her designee.

Designations:

- A) Mason State Bank of Mason, Michigan, and Citizens Bank, Holt, Michigan will be the banks of record and Michigan School District Liquid Asset Fund as an additional depository. Two of the following are required for signatures on checks for accounts payable: Board Secretary, Treasurer or the Superintendent.
- B) Thrun Law Firm, P.C. as attorney of record. Other law firms may be consulted at the discretion of the Superintendent.
- C) Abraham & Gaffney, P.C. as school auditor.
- D) School affiliated organizations raise money in the name of the school. We have little, if any, control over their activities. They use the school's tax exempt number and in turn are audited by our auditors. We recognize them as highly beneficial to the district's students. We recognize the following: Athletic Boosters, Band Promoters, the Elementary PTO and the Middle School Parent/Teacher Organization.

APPENDIX A

President – Board of Education

DUTIES:

1. Represents the State of Michigan at the Local School District level.
2. Presides at all meetings of the Board of Education.
3. Signs all legal documents requiring his/her signature.
4. Calls special Board meetings in cooperation with the Board.
5. Appoints special committees that are authorized by the Board.
6. Provides the Superintendent of School with agenda information.
7. Performs such other duties as may be appropriate with the duties of his/her office in the management of the schools as the Board shall determine.
8. Acts as a direct liaison between the Superintendent and the rest of the Board.

Vice President - Board of Education

DUTIES:

1. Represents the State of Michigan at the local school district level.
2. Acts as chairperson of all school board meetings in the absence of the president.
3. Performs such other duties as are/or shall be required by the Board of Education.
4. In case of vacancy in the office of President, succeed to the office of President for the balance of the unexpired term.

Secretary – Board of Education

DUTIES:

1. Represents the State of Michigan at the local school district level.
2. Is responsible to see that the minutes of all meetings of the Board of Education are properly recorded.
3. Signs all recordings of minutes after same has been approved by the Board of Education.
4. Signs all legal documents requiring his/her signature.
5. Is the chief election officer of the school district with authority to delegate election duties to a member of the administrative staff.
6. Performs such other duties as are/or shall be required by the Board of Education.

Treasurer – Board of Education

DUTIES:

1. Represents the State of Michigan at the local school district level.
2. Has the authority to delegate functions to the administrative staff.
3. Signs all legal documents requiring his/her signature.
4. Performs such other duties as are/or shall be required by the Board of Education.