

Resolution of the Academy Board of Directors

**Election of Officers**

WHEREAS, the Bylaws states that the Academy Board shall elect the initial officers at its first duly noticed meeting; and

WHEREAS, the Bylaws define the responsibilities of the officers.

BE IT RESOLVED, that the following board directors are elected to serve as officers of the Academy Board for the ensuing year or until their successors are duly elected and qualified:

<u>Name</u>	<u>Office</u>
_____	President
_____	Vice President
_____	Secretary
_____	Treasurer

**Secretary's Certification:**

I certify that the foregoing resolution was duly adopted by the Academy Board of Directors at a properly noticed open meeting held on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at which a quorum was present.

By: \_\_\_\_\_  
Board Secretary

Date: \_\_\_\_\_

## **Notes & Instructions**

1. The Bylaws prohibit a member from being both the President and Vice-President, but any other combination of two offices is acceptable. Common practice has different persons in each office.
2. The Board may elect a person to an officer position without him/her being present.
3. The responsibilities of each officer position are described in the Bylaws.
4. School staff (accountant/business manager, administrator, contract manager/board liaison, school secretary) are expected to provide staff support for officers carrying out their responsibilities.