



Section: BOARD PROCEDURES
Title: ORGANIZATION
Adopted: September 17, 1996
Revised:

	005. ORGANIZATION	
	<p>Section 1. <u>Area Vocational Technical School Board</u> The Board shall elect officers by ballot once each year prior to July 1. Joint Operating Committee officers shall automatically be nominated for each office:</p> <ul style="list-style-type: none"> • President - one year term, July 1 to June 30 • Vice President - one year term, July 1 to June 30 • Secretary - one year term, July 1 to June 30 • Treasurer - one year term, July 1 to June 30 <p>If needed the President can call the Area Vocational Technical School Board (54 members) into convention and preside over the session. The Secretary shall notify each member in writing 15 days prior to the convention concerning time and location.</p> <p>Section 2. <u>Joint Operating Committee</u></p> <ul style="list-style-type: none"> • The Joint Operating Committee shall meet and organize annually during a regular meeting in December. • The organization meeting shall be called to order by the past president who shall preside over the election of a temporary president. The secretary of the committee shall be secretary of the meeting and shall read the list of newly appointed Joint Operating Committee members. Nominations for officers shall be requested. • Election of officers shall be by a majority of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two candidates who received the greatest number of votes. • The Joint Operating Committee shall annually during the regular December meeting elect a President and a Vice President who shall serve for one year. • The Joint Operating Committee shall annually during the regular May meeting elect a Treasurer who shall serve for one year beginning the first day of July after such election. The school treasurer shall be compensated in such a manner and at a rate as the committee shall determine. 	<p>SC 1850.3(d)</p>

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- The Joint Operating Committee shall, during the regular May meeting every four years, elect a secretary who shall serve a four year term beginning the first day of July following the election.
- Vacancies in any office shall be filled by the Joint Operating Committee members and the appointed officers shall serve for the remainder of the unexpired term.

Duties of the President and Vice President:

- The President shall serve as the executive officer of the Joint Operating Committee. S/He shall be responsible for the conduct of the scheduled regular and special meetings.
- Together with the Secretary, the President shall execute all transactions conducted by the committee which required the signature of the President.
- The President shall appoint such standing and special committees as necessary to improve the functioning of the Joint Operating Committee.
- The President shall serve as an ex-officio member of all committees.
- In the absence of the President, the Vice President shall serve as the presiding officer over all meetings and perform such other duties as designated for the President.
- Both the President and Vice President shall assume their duties immediately after their election at the reorganization meeting.

Duties of the Secretary:

- Keep a correct and proper record of all the proceedings of the committee, and shall prepare such reports and keep such accounts as are required by the committee.
- Shall attest, in writing, the execution of all transactions to be executed by the Joint Operating Committee.
- Shall furnish, whenever requested, any or all reports concerning school affairs on such form and in such manner as the Department of Education or the Secretary of Education may require.
- Shall be the custodian of all the records, papers, office property and official seal of the school, and at the expiration of his/her term shall turn the same over to his/her successor.
- Shall perform such other duties pertaining to the business of the school as are required by statute or as the committee may direct.

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	<ul style="list-style-type: none"> • The Secretary shall maintain an agenda of meetings and discussion topics as prepared by the Administrative Director and/or the Joint Operating Committee. • The Secretary shall be bonded in the amount of \$5,000 with the costs to be paid out of the general fund. <p>Duties of the Treasurer:</p> <ul style="list-style-type: none"> • The Treasurer shall be elected annually in May. • The Treasurer shall assume duties on the first Monday of July following his election. • Shall be the receiver of all receipts from participating districts or other sources of income. • Shall deposit funds in the approved depository. • Shall recommend procedures for investing any funds when applicable. • Shall sign all checks as authorized by the Joint Operating Committee. • Shall prepare and present monthly reports, or as needed, and submit them to the Joint Operating Committee, the Superintendent of Record and the Administrative Director of the Lebanon County Career and Technology Center. • Shall prepare and present any financial reports required. • The Treasurer shall be bonded in the amount of \$25,000 with the costs to be paid out of the general fund. • Shall perform such other duties as the Joint Operating Committee may direct. <p>Resolutions: The committee may at the organization meeting, but prior to July 1, implement the following:</p> <ul style="list-style-type: none"> • Designate depositories for school funds. • Designate the day, place and time for regular meetings and advertise the schedule in the local newspaper of general circulation. 	

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Committees:

Committees, when specifically charged to do so by the Joint Operating Committee, will conduct studies, make recommendations to the Joint Operating Committee and act in an advisory capacity, but shall not take action on behalf of the Joint Operating Committee. *Committees shall consist of no more than three (3) members.* Members shall be appointed by the President and (who shall also appoint the Director as a nonvoting member of all committees). A member may request (or refuse) appointment to a committee. Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee. Each committee shall be convened by a president who shall report for the committee and prepare minutes of open committee meetings.

Ad hoc committees may be created, charged and assigned a fixed termination date which may be extended from time to time by the President, or a majority of the Committee members present at any meeting at which the need for a committee becomes evident. Members of committees shall serve until the Committee is discharged.

