

Policy 7-3 Rev. 1  
Date: August 24, 1982

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**Subject: STATE SYSTEM OF HIGHER EDUCATION - Chapter III OFFICERS OF THE STATE BOARD OF REGENTS**

**SECTION 1. OFFICERS ENUMERATED**

The board shall elect one of its members to serve as chair and shall elect a vice-chair to assume the duties of chair in his or her absence. Both officers shall serve terms of two years and until their successors are chosen and qualified.

The board shall appoint from the staff of its chief executive officer a secretary to serve at the pleasure of the board. The board shall appoint a treasurer to serve at the pleasure of the board. Both secretary and treasurer may be required to post a bond in favor of the state for the faithful discharge of their duties. Utah Code Ann. 53-48- 5(5), (6), (7) (1970).

**SECTION 2. ELECTION OF OFFICERS**

The chair and vice-chair shall be elected by the board at its July meeting in odd-numbered years. Bylaws, Art. II, 1, 2.

**SECTION 3. DUTIES OF CHAIR AND VICE-CHAIR**

The chair shall preside at all meetings of the board, and, as directed by the board, shall have such other duties, powers and responsibilities as are assigned by the board, provided that the board may also authorize its executive and other officers to execute such business, including contracts and other documents, as the board may from time to time authorize and direct. The vice-chair shall act as chair in the absence or disability of the chair and shall have such other duties, powers and responsibilities as may be assigned by the chair of the board. Bylaws, Art. II, 1, 2.

**SECTION 4. DUTIES OF SECRETARY**

The secretary shall be a full-time employee at such salary as the board may fix. The secretary shall be charged with the responsibility of recording and maintaining a record of all board meetings and shall perform such other duties as the board may direct. Bylaws, Art. II, 3

**SECTION 5. DUTIES OF TREASURER**

The treasurer shall perform such duties as the board may prescribe. The treasurer shall file a bond with the state treasurer in such amount as the board may deem appropriate. All checks drawn on the account of the board shall bear the signature of either the chair, the vice-chair, the treasurer, or such officers as may be approved by the board, such as the commissioner or associate commissioners when so authorized. Bylaws, Art. II, 4.