

BY-LAWS FOR THE VIRGINIA NORMAL SCHOOL BOARD.

Article I.

The officers of the VIRGINIA NORMAL SCHOOL BOARD SHALL Be a President, Vice-President and Secretary-Auditor, whose duties, unless otherwise specifically designated, shall be the usual duties appertaining to such offices.

Article II.

These officers shall be elected by the Board at its first meeting held for organization, and annually thereafter at the Annual Meeting to be held in April, as herein provided. Said officers shall continue to discharge the duties of their office until their successors are duly elected and qualified. Any of said officers may be removed for cause at any regular meeting of the Board by a majority vote of the members constituting the Board.

Article III.

It shall be the duty of the President of the Board to preside at all meetings of the same; to appoint all regular or standing committees; to call all special meetings of the Board, and of the standing committees thereof, when deemed necessary by him, or when requested so to do by any six members of the Board.

Article IV.

It shall be the duty of the Vice-President to preside at all meetings, in the absence of the President, and in case of the inability of the President to act, to perform all the duties of the President.

Article V.

It shall be the duty of the Secretary-Auditor to attend all meetings of the Board, and all meetings of the Board committees, and to keep an accurate record of all proceedings of the same. He shall also audit the accounts of the different schools monthly, and make a written report to the Executive Committee of the general condition of the affairs of each school. The Secretary-Auditor shall forward a copy of the minutes of each Board meeting to each member of the Board, and he shall forward to the President of each institution a copy of such portions of the minutes as concerns the administration of his school, unless otherwise ordered by the Board.

He shall make an investigation of the condition of the affairs of any or all of the schools whenever it is deemed necessary and he is so directed by the Board, and shall keep on file such important papers of each institution as the Board may direct.

The Secretary-Auditor shall receive such compensation as may be fixed by the Board.



#### Article VI.

The Board shall elect a President and other officers and teachers for each school whose terms of service shall be at the pleasure of the Board, and whose salaries or compensation shall be fixed by the Board. Vacancies occurring in the above-named positions between meetings of the Board shall be filled by the president of the school in which the vacancy occurs, subject to ratification by the Board at its next meeting.

#### Article VII.

The President of each school shall be the executive head thereof and be charged with the general supervision of all the operations of the school, and be especially charged with the duty of seeing that the various officers and employees of the institution faithfully perform the duties assigned to them.

#### Article VIII.

It shall be the duty of the treasurer of the respective institutions to collect and disburse all sums appropriated by the state or derived from any source whatsoever, and to deposit the same in a bank designated by the Board. Each treasurer must keep a proper set of books such as shall be approved by the Secretary-Auditor and the State Accountant. The Treasurer shall perform such other duties as may be prescribed by the President of his school, or directed by this Board. He shall also make a monthly report to the Executive Committee through the Secretary-Auditor of all matters pertaining to his department, and at the end of the fiscal year a statement covering the entire period. He shall give bond in such amount and with such bonding company as the Board may direct.

#### Article IX.

Immediately upon the organization of the Board it shall appoint an Executive Committee consisting of four members, to be selected by the Board, and the President of the Board, who shall be ex-officio chairman of said committee. The appointment to the Executive Committee shall be made with a view to having, as far as possible, all sections of the State represented thereon. The Executive Committee shall perform such duties as shall be assigned to it by the Board, and during the intervals between the meetings of the Board, shall perform all the duties devolving upon the Board itself, but all such action by the Executive Committee shall be subject to the ratification and approval of the Board at its meetings thereafter held.

The Executive Committee shall keep an accurate record of its proceedings, and have the same properly copied in a book provided for the purpose. The proceedings shall at all times be open for inspection by any member of the Board, and shall be submitted to the Board at each of its regular meetings.

The members of the first Executive Committee shall be appointed two for one year and two for two years. All subsequent appointments shall be made for a term of two years.



#### Article X.

There shall be four regular meetings of the Board in each calendar year, one of which meetings shall be held at each of the four schools, if practicable.

One of the said meetings shall be held in the month of April, which shall be designated as the Annual Meeting of the Board. This Annual Meeting as far as practicable and convenient shall be held at the several schools in rotation. The other meetings shall be held at such times and places during the year as the President may direct.

Notice in writing of the time and place for holding all such meetings shall be forwarded by the Secretary, through the mails, to each member of the Board, at least ten days before the time of meeting, unless, for some special reason, the President shall otherwise direct, in which case a shorter notice shall be deemed sufficient.

#### Article XI.

At the first meeting, and annually thereafter, at the Annual Meeting of the Board, the President shall appoint a finance committee, to consist of four persons, which committee shall discharge any and all the duties which may be devolved upon it by the Board.

#### Article XII.

It shall be the duty of the Finance Committee, after consultation with the Presidents of the respective schools, to prepare and submit to the Board at its annual meeting recommendations as to the budgets of the respective schools. It shall report to the Board whenever requested to do so, and give a statement of the needs and the financial condition of the respective schools, and shall perform such other duties as may be assigned to it by the Board.

#### Article XIII.

Until otherwise ordered, the Presidents of the respective schools are hereby constituted an executive council, whose duties it shall be to prepare for adoption and present to the Board courses of study and entrance requirements at the several schools; it shall also make up and prepare for adoption by the Board, a plan for the proper correlation of the work in the said schools with each other and with the public school system of the State.

#### Article XIV.

These By-Laws may be amended at any regular meeting of the Board by a vote of the majority of the entire Board; and they may be suspended at any regular meeting of the Board by a vote of two-thirds of the members then present and participating in the meeting, provided such two-thirds shall constitute a majority of all the members composing the Board.