

**CHAPTER 4**  
**OFFICERS - DUTIES AND RESPONSIBILITIES**

Sections:

- 4.010. Chair of the Board
- 4.020. Vice Chair of the Board
- 4.030. Secretary of the Board
- 4.040. Treasurers of the Board
- 4.050. President of the University
- 4.060. Executive Vice President for Academic Affairs and Provost
- 4.070. General Counsel

4.010. Chair of the Board. Sections 172.090 and 172.150 of the statutes provide that the Chair of the Board shall be chosen by the Board from the members thereof and that the Chair shall preside at the meetings of the Board. Additional provisions concerning the selection and duties of the Chair of the Board are set forth in the Bylaws of the Board.

Source: Sections 172.090 and 172.150, Revised Statutes of Missouri

Resolution of the Board dated December 1, 2007

4.020. Vice Chair of the Board. Sections 172.090 and 172.150 of the statutes provide that the Vice Chair of the Board shall be chosen by the Board from the members thereof and that, if the Chair of the Board is absent, the Vice Chair shall preside at the meetings of the Board. Additional provisions concerning the selection and duties of the Vice Chair are set forth in the Bylaws of the Board.

Source: Sections 172.090 and 172.150, Revised Statutes of Missouri

4.030. Secretary of the Board. Section 172.090 of the statutes provides that a Secretary of the Board shall be appointed by the Board and shall hold his or her office during the pleasure of the Board. Section 172.160 provides that it shall be the duty of the Secretary to keep and preserve all records, books and papers belonging to the Board; to prepare, under the direction of the Board, all their reports and

estimates and generally to do and execute all such matters and things as belong to his or her office and as may be required of him or her by the Board. Section 172.170 provides that the Secretary shall keep a journal of the proceedings of the Board, in which the ayes and nays on all questions shall be entered, if requested by any one of the Board members present. Additional provisions concerning the selection and duties of the Secretary of the Board are set forth in the Bylaws of the Board.

Source: Sections 172.090, 172.160 and 172.170, Revised Statutes of Missouri

4.040. Treasurers of the Board. Section 172.090 of the statutes provides that a Treasurer shall be appointed by the Board and shall hold his or her office during the pleasure of the Board. Section 172.190 provides that the Treasurer shall receive, keep and disburse all moneys belonging to the Board, and shall perform all customary acts pertaining to his or her office, under the direction of the Board, and shall make report of the same at the annual meeting of the Board. Section 172.200 provides that the Treasurer of the Board shall, upon his or her appointment, and before he or she enters upon the duties of his or her office, give bond to the state of Missouri, with good and solvent sureties, in such sum as may be required by the Board, to be approved by the Board and filed among their papers and records, conditioned that he or she will faithfully administer the University funds coming into his or her hands, and disburse and invest the same according to the directions of the Board; and such bond shall be renewed every two years or oftener, if deemed necessary by the Board. Additional provisions concerning the selection and duties of the Treasurer or Treasurers of the Board are set forth in the Bylaws of the Board.

Source: Sections 172.090 and 172.200, Revised Statutes of Missouri

4.050. President of the University. The President of the University is appointed by the Board of Governors as provided in the Bylaws, and he or she performs the duties described in the Bylaws and all other duties reasonably necessary for proper functioning of the office of a university president. The President is the chief executive and academic officer of the University and serves as the principal

spokesperson for the University. Pursuant to the Bylaws, the President has direct charge of, and is directly responsible for, the operation of the University. For that purpose, the President is authorized to act on behalf of the University in all matters, except those specifically reserved for decisions of the Board either in the Bylaws or the Code of Policies. In addition, the President has both the authority and the duty to administer and implement the Bylaws and the policies of the Board and to provide full and complete reports to the Board about such administration.

Source: Resolution of the Board dated August 22, 1992

Resolution of the Board dated December 1, 2007

Articles I and V, Bylaws of the Board

Cross-reference: Sections 1.080 and 10.010 of the Code

- 4.060. Executive Vice President for Academic Affairs and Provost. The Executive Vice President for Academic Affairs and Provost is an officer of the University and is appointed by the President of the University as provided in the Bylaws. He or she has the duties and responsibilities assigned by the President of the University. During absences of the President from the city of Kirksville, the Executive Vice President for Academic Affairs and Provost is authorized to serve as spokesperson for the President, and if an action needs to be taken which cannot reasonably await the President's return, then the Executive Vice President for Academic Affairs and Provost, following reasonable efforts to contact and consult the President, is authorized to take such action on behalf of the President. In the event of the President's death or incapacitation, the Executive Vice President for Academic Affairs and Provost is authorized to act in place of the President until the appointment of an Acting President by the Board of Governors.

Source: Resolutions of the Board dated October 26, 1990, December 9, 1995, February 17, 2007, April 12, 2014, and October 10, 2014

- 4.070. General Counsel. The General Counsel is an officer of the University and is appointed by the Board of Governors as provided in the Bylaws. He or she represents the University in all matters of

litigation and provides legal advice and counsel to the Board of Governors, the President of the University, and the other officers of the University. He or she must be a member of The Missouri Bar and must agree to devote full-time to the position of General Counsel without serving other legal clients. The General Counsel may employ other attorneys or law firms for legal assistance with University matters as necessary and as approved by the President of the University. The General Counsel is authorized to waive notice of process and enter the appearance of the University in any legal actions instituted against it when in the judgment of the General Counsel such action is in the best interest of the University. The General Counsel is responsible for the preparation and maintenance of the Code of Policies. He or she also performs such other duties consistent with his or her office as may from time to time be prescribed by the Board of Governors or the President of the University, including the teaching of classes. Additional provisions concerning the selection and duties of the General Counsel are set forth in the Bylaws.

Source: Resolution of the Board dated March 21, 1967

1987 Compilation: Article 13

Cross-reference: Sections 1.090 through 1.120, 3.050, and 9.100 of the Code