**Section 254.1770 Formal Action**

a) Action taken by student organizations relative to the completion of a funding agreement with the State Board of Education and the conduct of activities supported with funds made available under the terms of such funding agreement shall be actions taken by student officers of the organization upon formal authorization by motion properly made and passed and duly recorded in minutes of the meetings at which such actions were authorized.

b) Formal action shall be taken relative to the following matters:

1) approval of the funding agreement and amendments thereto;

2) designation of the adult executive officer responsible for actions taken on behalf of the organization;

3) approval of a budget;

4) employment of any required staff;

5) approval of contracts for items and services supported under the funding agreement;

6) payment of all bills for items and services supported under the funding agreement;

7) approval of financial statements; and

8) approval of claims for reimbursement of expenditures.