

CONSTITUTION OF THE GOVERNING BOARD  
OF THE APPOMATTOX REGIONAL  
GOVERNOR'S SCHOOL FOR THE  
ARTS AND TECHNOLOGY

**ARTICLE I**

**Name**

The name of this organization shall be The Appomattox Regional Governor's School for The Arts and Technology ("Governor's School") and it shall exist pursuant to the terms of agreement executed by the School Boards of Charles City County, Chesterfield County, City of Colonial Heights, Dinwiddie County, City of Hopewell, City of Petersburg, Powhatan County, Prince George County, Richmond City, Southampton County, Sussex County, and Surry County, which agreement is entered into by the State Board of Education and the aforesaid School Boards for the purpose of jointly developing and operating a regional Governor's School in the Commonwealth of Virginia as approved by the State Board of Education on September 21, 1997.

**ARTICLE II**

**Purpose**

The purpose of this organization shall be to jointly develop and operate a regional Arts and Technology Program to supplement the educational programs of the participants having executed terms of agreement in Article I and to provide equipment, materials, and administrative, clerical and teaching staff necessary therefore and to that end.

**ARTICLE III**

**Section 1: Membership of Organization**

The membership of this Organization shall be composed of designated representatives of the participating School Boards of Amelia County, Charles City County, Chesterfield County, City of Colonial Heights, Dinwiddie County, City of Hopewell, City of Petersburg, Powhatan County, Prince George County, Franklin City, Richmond City, Southampton County, Sussex County, and Surry County.

**Section 2: Addition/Deletion of Participating School Boards**

School boards wishing to participate in the Governor's School shall make application in writing to the Governing Board Chair requesting admission. Application must be made by January 1<sup>st</sup> of the preceding academic year in order for student slots to be allocated for the succeeding academic year.

An affirmative vote by a majority of the Governing Board will constitute acceptance of the application. Any school board wishing to reduce the number of students participating or to withdraw from the Governor's School must notify the Governing Board on or before March 15<sup>th</sup> of the preceding academic year. Should a school board reduce the number of students participating during the academic year, no tuition will be refundable.

## **ARTICLE IV**

### **Governance of the Governor's School**

The Governing Board of this school shall be a Joint School Board (hereafter referred to as the "Regional Board"), as authorized by Section 22.1-26 of the Code of Virginia and, consistent with the regulations promulgated by the State Board of Education for "Jointly Owned and Operated Schools and Jointly Operated Programs."

#### **Section 1: Membership**

Membership of the Regional Board for the Governor's School shall consist of one member elected from each of the member school boards listed in Article III. The actual size of the Board may change based upon the actual number of school systems participating. One member selected from each of the member school boards, in accordance with the said member school board policies and regulations, shall serve the Regional Board. If a member of the Regional Board ceases to be a member of the school board which selected him/her, that person shall cease to be a member of the Regional Board. Each school board shall fill a vacancy in its membership on the Regional Board by selection for the unexpired term. If for some reason a member cannot attend a Regional Board meeting, the local school board may send a designated alternate who shall have all membership privileges including voting. In the event that the designated alternate cannot attend a Regional Board Meeting, any other member of a member school board may serve as the alternate, and the Superintendent, or his or her designee, of said school division shall provide the Director of the Governor's School, no later than the morning of the meeting, the name of the school board member who shall be attending the meeting.. A listing of the designated alternate member, along with the names of any other school board members who may attend a Regional Board meeting in the absence of the designated alternate, shall be provided to the Director. This list shall be accepted by the Regional Board at one of its regular meetings.

#### **Section 2: Composition**

Members of the Regional Board may receive compensation fixed by each of the member school boards. This compensation shall be paid by the local school boards and shall not exceed the amount paid for service on the local school board.

### **Section 3: Organization**

The Regional Board shall adopt bylaws or rules of operation and shall establish the beginning dates of its members and may establish committees which might be needed to carry out responsibilities.

- (a) The Regional Board shall elect from its membership:
  - (1) Chairman (“the Chair”) who shall preside at its meetings;
  - (2) Vice-Chairman (“the Vice-Chair”) who shall preside in the absence of the Chairman;
  - (3) The most senior board member who shall preside if the chair and the vice-chair are absent; and
  - (4) Executive Committee (the “Executive Board”) which shall have the full authority of the Regional Board in all matters except the amendment of the constitution or bylaws, or employment of the Director. The Executive Board shall consist of the Chairman and/or Vice-Chairman, and three or four members to have five. Terms of Office for the Executive Board shall coincide with those of the Regional Board.
- (b) The Regional Board shall elect a clerk and a deputy clerk who shall not be a member of the Regional Board and who shall keep a record of its proceedings.

### **Section 4: Meetings**

The Regional Board shall meet at least quarterly at such times and places as shall be designated by the Regional Board. All regular meetings of the Regional and Executive Boards shall be open to the public. With sufficient notice, the Chair of the Regional Board may cancel a regular meeting. The annual organization meeting shall be the first scheduled meeting held in January of each year.

Special meetings of the Regional Board may be called by the Chair on the request of the Executive Board, or on the request of two Regional Board members. Special meetings shall be called for specific purposes and with required notice so that the Regional Board members may attend. Only such business may be transacted as shall be set forth in the call for the special meeting, and then only if a quorum of the Regional Board is represented.

The Regional Board may hold closed sessions when the matters to be discussed fall into the categories allowed by law to be discussed in private. Closed sessions shall be called in the manner prescribed by law.

A quorum shall exist for the conduct of business at a duly constituted meeting when a majority of the voting members of the Regional or Executive Boards are present.

### **Section 5: Authority of the Regional Board**

The powers and duties of the Regional Board shall include the following:

- (a) To provide for the establishment and operation of the Governor's School.
- (b) To adopt such rules and regulations as are necessary for the efficient operation of the Governor's School.
- (c) To make policy decisions necessary to carry out the purposes of the Governor's School, including instructional and curriculum decisions, consistent with the general laws of the Commonwealth of Virginia and the regulations of the State Board of Education.
- (d) To review and approve an operating budget. (Each member school board shall review the annual budget presented by the Regional Board and provide for its share of funds for the administration, instruction and operation of the Governor's School and its programs.)
- (e) To employ the staff required to operate the Governor's School and its programs, upon recommendation of the Steering Committee.
- (f) To have such other authority as may be provided under the laws of the Commonwealth of Virginia and the Rules and Regulations promulgated by the State Board of Education and the member school boards.
- (g) The Regional Board shall have all authority over maintenance and repair of the Governor's School facility and of the management, operation, and conduct of the Governor's School.

## **ARTICLE V**

### **Steering Committee**

#### **Section 1: Purpose**

The Steering Committee shall make recommendations of the management and administrative authority of the Governor's School.

#### **Section 2: Membership**

The Steering Committee shall be composed of the Division Superintendents of the member school districts or the superintendent's duly appointed designee. If a superintendent elects to be represented by a designee, the superintendent shall notify the Regional Board Clerk prior to the start of any meeting.

#### **Section 3: Powers**

The Steering Committee's powers and duties include but are not limited to the following:

- (a) Monitoring the management, administration, and operation of the Governor's School and its programs.
- (b) Making a recommendation for employment of the Director of the Regional Board.
- (c) Reviewing personnel recommendations provided by the Director.
- (d) Reviewing the annual program curriculum and budget for financing the operation of the Governor's School as recommended by the Director.

#### **Section 4: Organization**

- (a) A quorum of the Steering Committee shall be a majority of those present.
- (b) The Steering Committee shall select from its membership a Chair and a Vice-Chair. The Chair shall preside over all meetings of the Steering Committee. The Vice-Chair shall perform the duties and exercise the powers of the Chair during the absence, disability, or request of the Chair.

#### **Section 5: Meetings**

The Steering Committee shall meet at least quarterly to review and make recommendations to the Regional Board concerning the policies and practices of the Governor's School.

### **ARTICLE VI**

#### **Director**

**Section 1:** The Regional Board shall appoint a Director, upon recommendation of the Steering Committee, who shall serve as the chief administrative officer of the Governor's School. The Director shall serve a probationary period as outlined in the agreed upon contract. After the probationary period, the Director shall have a continuing contract with the Governor's School. The Steering Committee shall conduct an annual review of the job performance of the Director and make recommendations to the Regional Board.

**Section 2:** The Director is the chief administrative officer of the Governor's School and as such shall manage the day-to-day operation of the Governor's School and shall serve as the liaison between it and the community. The Director shall maintain communication with and take direction from the Steering Committee on matters within the purview of the Steering Committee.

**Section 3:** Should the position of Director become vacant, the Regional Board, upon recommendations from the Steering Committee, shall appoint an Interim Director. The Chair of the Steering Committee shall chair the search committee for a new permanent Director. The

members of the search committee shall be appointed by the Regional Board after consultation with the Steering Committee.

## **ARTICLE VII**

### **Fiscal Agent**

The fiscal agent of the Governor's School shall be Chesterfield County Public Schools. The fiscal agent shall receive the revenues of the Governor's School and carry out such other duties as delegated by the Regional Board. Disbursements shall be reported to the Regional Board at each regularly scheduled meeting.

The Regional Board shall ensure that an annual audit of the Governor's School is accomplished.

## **ARTICLE VIII**

### **Planning Committee**

The Planning Committee is composed of administrators of gifted education programs and other representatives as recommended by the Superintendents of participating school divisions and the Director. Ex officio members may include the Director, Coordinator of Admissions, a representative from the Virginia Department of Education, and others as requested by the Planning Committee. The committee shall meet with the Director monthly, or as needed. Duties of the Committee shall include:

- (a) Serving as liaison to division superintendents
- (b) Serving as an advisory body to the Steering Committee
- (c) Coordinating implementation of the selection process within participating divisions
- (d) Reviewing the effectiveness of program implementation
- (e) Developing and evaluating curriculum
- (f) Carrying out other duties as may be assigned by the Director

## **ARTICLE IX**

### **Dissolution Clause**

In the event of the dissolution of the Governor's School:

- (a) The building and all fixed assets shall remain under the authority of the Appomattox Governor's School L.P. or other legal titleholder, so long as the school is involved in a regional educational endeavor.
- (b) The building and all fixed assets will revert back to the City of Petersburg in the event that the school facility is no longer utilized as a regional facility for educational purposes.
- (c) Non-fixed assets will be distributed on a pro-rata basis according to the percentage contribution of the participating school divisions at the time of dissolution.

## **ARTICLE X**

### **Amendment**

This Constitution may be amended at any regular or special meeting of the Regional Board of the Governor's School, or by any succeeding governing body as reflected in subsequent Amendments to this Constitution by an affirmative vote of the majority of the current participating members of the Board or body, provided that ten (10) days' written notice of any proposed amendment shall be given to all members of the Board or body by letter mailed to their usual place of business or residence.

### **BYLAWS OF THE APPOMATTOX REGIONAL GOVERNOR'S SCHOOL FOR ARTS AND TECHNOLOGY**

**Section 1:** The Regional Board shall adopt bylaws to govern the operation and policies of the Governor's School. Any exceptions to those bylaws or policies require formal action by the Regional Board. Recommendation for exceptions to administrative policy may be made to the Regional Board by the Steering Committee.

**Section 2:** Regular meetings of the Regional Board shall be held at the Governor's School monthly or as deemed necessary by the Regional Board, beginning in January. The Executive Board shall meet as needed.

**Section 3:** The Regional Board shall hold an annual meeting during January for the purpose of electing officers, delegating duties to the Steering Committee, receiving an annual report from the Director and shall fix the day, time, and place of the regular meetings for the next year.

**Section 4:** Regular meetings of the Steering Committee shall be held at least quarterly and at such other times as shall be designated by the Steering Committee.

**Section 5:** The Chair, or Vice-Chair, of the Steering Committee shall attend all Regional Board meetings.

**Section 6:** The Director and the Board Clerk or Deputy Clerk or their duly appointed representatives will be required to attend all meetings of the Regional Board.

**Section 7:** At least one week prior to a meeting, other than a special meeting, notice of the time and place of such meeting shall be posted publicly to all Regional Board Members.

**Section 8:** The rules contained in “Roberts Rules of Order, Revised” shall govern the operation of the Regional Board in all cases to which they are applicable and in which they are not inconsistent with the Organization’s Constitution or Bylaws.

**Section 9:** The Director is responsible for preparation and distribution of an agenda within five (5) days of any scheduled meeting. All items to be included on the agenda shall be in writing in the office of the Director at least seven (7) days prior to the meeting. No new items shall be considered for board action which do not appear on the agenda except by a 2/3 vote.

**Section 10:** Order of Business: The order of business for a regular meeting of the Board shall be:

- (a) Call to Order
- (b) Approval of Agenda
- (c) Approval of Minutes
- (d) Public Comments
- (e) Student Recognition
- (f) Important Events/Dates
- (g) Review & Discussion Items
- (h) Action Items
- (i) Consent Items
- (j) Closed Session
- (k) Return to Open Session
- (l) Certification of Closed Session
- (m) Action Resulting from Closed Session
- (n) Adjournment

**Section 11:** Public Comment

- (a) Persons wishing to speak are encouraged to notify the Director’s office no later than 2:00 P.M. on the day prior to the meeting, in order to be placed on the agenda.
- (b) Comment shall be limited to three minutes. Persons are discouraged from making personal attacks, campaigning for public office, promoting private business ventures, or using profanity or vulgar language.



ADOPTED, (Date) August 13, 1998

AMENDED, (Date) January 8, 2004

AMENDED, (Date) June 9, 2011

AMENDED, (Date) September 12, 2013

AMENDED, (Date) August 9, 2009