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, 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, Prince George County, City of Franklin, Powhatan County, City of Richmond, 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 Regional Board requesting admission. Application must be made by January 1st 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 Regional Board must 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 Regional Board on or before March 15th. Should a school board reduce the number of students participating or withdraw 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 elected from each of the member school boards shall serve the Regional Board. The terms of office will be staggered. Once established, the staggered term will be for a two-year period of time. If a member of the Regional Board ceases to be a member of the school board which elected 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 election for the unexpired term. If for some reason a member can not attend a Regional Board meeting, he/she may send a designated alternate which shall have all membership privileges including voting.

**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. 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, Vice-Chairman, and three members. Terms of office for the Executive Board shall coincide with those of the Regional Board.

(b) The Regional Board shall elect a 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 organizational 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 sufficient notice 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 present.

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 and 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 prepare and approve an operating budget. (Each member school board shall review the annual budget presented by the Regional Board and, if in agreement, 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.

NOTE: The member school boards shall have no authority over maintenance and repair of the Governor’s School facility, nor of the management, operation, and conduct of the Governor’s School.

**ARTICLE V**

**Steering Committee**

**Section 1: Purpose**

The management and administrative authority of the Governor’s School shall be vested in the Steering Committee.
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, in writing, with the designee’s name and title. This designation shall be forwarded to the Board for consideration at the annual organizational meeting and shall be effective for a period of not more than 12 months.

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 to the Regional Board.

(c) Reviewing and approving personnel recommendations provided by the Director.

(d) Approving the purchase of supplies, and the purchase, sale or disposal of equipment or appliances as recommended by the Director.

(e) Reviewing the annual program plan, budget and plan for financing the operation of the Governor’s School as recommended by the Director.

Section 4: Organization

(a) A majority of the Steering Committee shall constitute a quorum at any meeting and a majority of those present shall be necessary for a decision.

(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 of three years beginning July 1 of the initial appointment. After the probationary period, the Director shall have a continuing contract with the Governor’s School. The Steering Committee will 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 for the School Board of a school division composed of part or all of more than one county or city shall be the treasurer of one of the participating counties or cities, as agreed upon by the division school board and the governing bodies. In the event agreement on the selection of a fiscal agent cannot be reached, the Board of Education shall designate such fiscal agent. For his services a fiscal agent, the treasurer shall be paid such salary as the School Board and treasurer may agree upon. In the event the School Board and the treasurer so designated cannot agree on such compensation, the amount of salary to be paid shall be determined by a court of competent jurisdiction. The amount so fixed by the court shall be binding upon both the treasurer and the School Board. Nothing contained in this section shall affect the regular salary or expense allowance of the treasurer as fixed annually by the State Compensation Board.

Based on the Code of Virginia Section 22.1-117

The Regional Board may enter into an agreement with the Fiscal Agent or other entities as appropriate for maintenance of facilities, HR functions, policies and procedures not covered in the Governor’s School policy manuals.
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

Finance Committee

The Finance Committee shall assist the regional Board in discharging its responsibility for the overall supervision of the financial reporting, accounting policies, internal controls and the planning, development and review of financial and budgetary policies of the Governor’s School. The Finance Committee shall monitor the budget process; review and make recommendations with respect to budgets submitted by the Director; review budgetary compliance; and monitor the fiscal status of all funding programs. The Finance Committee shall ensure that an annual audit of the Governor’s school is accomplished.

The Chairman of the Regional Board shall appoint members of the Finance Committee from the Assistant Superintendent for Business Services (or the equivalent) of the Fiscal Agent and at least two additional participating school divisions.
ARTICLE X

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 XI

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.
BY-LAWS OF THE GOVERNOR’S SCHOOL
FOR ARTS AND TECHNOLOGY

Section 1: The Regional Board shall adopt by-laws to govern the operation and policies of the Governor’s School. Any exceptions to those by-laws 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 quarterly or as deemed necessary by the Regional Board, beginning in January. The Executive Board shall meet bimonthly and at other such times as shall be designated by the Executive Board.

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 office secretary (financial 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, letter notice of the time and place of such meeting shall be mailed to all Regional Board Members at their usual place of business or residence.

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) Acceptance of Minutes
(c) Public Comment
(d) Agenda Approval
(e) Director’s Report
(f) Old Business
(g) New Business
(h) Acceptance of Personnel
(i) Closed Session Where Needed
(j) Adjournment

Section 11: Public Comment

(a) Persons wishing to speak must notify the Director’s office *no later than 2:00 PM* on the day prior to the meeting, in order to be placed on the agenda.

(b) Comment shall be limited to three minutes. Persons may not use their remarks to campaign for public office, promote private business ventures, engage in personal attacks on anyone, nor use profanity or vulgar language.

ADOPTED, (Date)  -  August 13, 1998

AMENDED, (Date)  -  October 9, 2003
January 8, 2004