

CONSTITUTION
THE COMMONWEALTH GOVERNOR'S SCHOOL

ARTICLE I

Name

The name of this Organization shall be The Commonwealth Governor's School and it shall exist pursuant to the terms of the Agreement to Establish and Operate Joint School Program and executed by the School Boards of Caroline, King George, Spotsylvania, and Stafford, which agreement is entered into by the aforesaid School Boards for the purpose of jointly operating a regional academic year Governor's School in the Commonwealth of Virginia.

ARTICLE II

Purpose

The purpose of this Organization shall be to provide a regional differentiated high school curriculum program to supplement the educational programs of the participants having executed terms of agreement in Article I and to provide facilities, equipment, materials, and administrative, clerical, and teaching staff, and transportation necessary therefore and to that end.

ARTICLE III

Membership of Organization

The membership of this Organization shall be composed of the participating School Boards of Caroline, King George, Spotsylvania, and Stafford.

The members of this Organization shall adhere to State of Virginia Administrative Code 8VAC20-281, Regulations Governing Jointly Owned and Operated Schools and Jointly Owned Programs; and Virginia Code §22.1-26, Joint and Regional Schools.

Approved by the Commonwealth Governor's School Governing Board
Approved February 19, 1998, amended December 16, 1999; July 19, 2001; May 16, 2013; March 21, 2019

ARTICLE IV

Governing Board

The Governing Board of this Organization shall be composed of one school board member and one alternate from each participating school division's school board, and the Executive Superintendent of The Commonwealth Governor's School. The Governing Board will be elected annually by each member's respective board. Alternate members will only have voting privileges in the absence of their school division's board member.

1. A majority of the Governing Board shall constitute a quorum at any meeting, and a majority of those present shall be necessary for a vote except as specified in Article VIII and Section 8 of the by-laws. *Article VIII, Section 8: These By-Laws may be amended only upon a majority vote of the Governing Board, provided that such proposed amendment has been presented to the Governing Board at least one Governing Board meeting prior to the Governing Board meeting where such vote shall occur.*
2. The powers of the Governing Board shall be those delineated in the Regulations of the Board of Education of the Commonwealth of Virginia as approved by the Governing Board members upon the formation of this Organization.
3. The Governing Board shall be authorized to employ the Regional Office personnel required to operate this Organization; purchase supplies; purchase, sell, or dispose of equipment or appliances; determine policies concerning instruction; approve the curriculum in keeping with the general laws, and with the regulations and requirements of the Virginia Board of Education; and in general manage, operate, and conduct joint school programs.
4. To procure and maintain necessary insurance for this Organization, including a liability policy with minimum limits of \$1 million per occurrence and property damage coverage for any and all property owned by this Organization.
5. The Governing Board shall select at its annual meeting in January a Clerk of the Board who shall not be a member of the Governing Board and who shall keep a record of all proceedings of the Governing Board. The Clerk of the Board shall be the custodian of all records of the Governing Board, and shall send out all notices required by the Constitution or By-Laws, and execute a bond of at least \$10,000 with surety approved by the Governing Board.
6. The Governing Board is solely responsible for the approval and disbursement of state funding for this Organization. The fiscal year budget will be approved no later than May 30 of the previous fiscal year, and will be amended no later than October 31 of the current fiscal year based on actual student enrollment. Academic Year Governor's Schools are funded through the Virginia General Assembly. These state funds for Academic Year Governor's Schools are based on projected student enrollment, anticipated state revenues, and each school division's composite index. Participating school divisions will provide local financial support from county revenues.

ARTICLE V

Selection of Officers and Duties

1. The Governing Board shall select from its membership a Chair and a Vice-Chair at its annual meeting in January.

2. The Chair shall preside over all meetings of the Governing Board and shall see that all orders and resolutions shall be carried out and shall have the general powers and duties of supervision usually vested in the office of a Chair of a School Board in the Commonwealth of Virginia.
 - (a) The Chair and Executive Superintendent shall meet with the Director at the beginning of the school year to discuss strategic planning goals and develop a needs assessment for the upcoming school year. The strategic planning goals and needs assessment will be communicated to the Superintendents' Committee and the Governing Board at the first meeting of the school year. The Superintendents' Committee shall be comprised of the superintendent from each member's school divisions.

 - (b) The Governing Board will receive a mid-year follow-up of the strategic planning goals by the Director. The Director will provide an end-of-year report to the Superintendent's Committee and Governing Board.

3. The Vice-Chair shall perform the duties and exercise the powers of the Chair during the absence, disability, or request of the Chair.

4. The Executive Committee of the Governing Board shall consist of the Chair, Vice-Chair and Executive Superintendent.

5. The Superintendent of the elected Chair will assume the responsibilities of Executive Superintendent. The Executive Superintendent shall act as the representative of the Superintendents of the participating school boards and shall be a non-voting ex-officio member of the Governing Board.
 - (a) The Superintendents' Committee shall assist in the performance evaluation of the Director. They shall provide input on the evaluative summary to the Director, and to his/her immediate supervisor by the end of the year.

6. The Chair of the Governing Board shall appoint with Board approval such other committees as deemed needed in the operation of the activities of this Organization.

ARTICLE VI

Fiscal Agent

1. The Fiscal Agent shall be appointed for the subsequent fiscal year by the Governing Board at its annual meeting in January.

(a) In the event the Fiscal Agent wants to terminate their Fiscal Agent responsibilities, the Fiscal Agent shall give the Governing Board notice of one calendar year so appropriate action may be taken by the Governing Board. The new fiscal agent shall take on the responsibilities as of July 1.

2. The Fiscal Agent of The Commonwealth Governor's School shall be a participating school division, and shall receive and disburse the state revenues based on The Commonwealth Governor's School Governing Board's direction. The fiscal agent will provide office space and technology equipment housing for the Regional Office personnel.

3. The Fiscal Agent shall employ, under the direction of the Governing Board, the necessary personnel to work in the CGS Regional Office.

(a) Salary and benefits of the Regional Office personnel will be determined by the Fiscal Agent as per their policies and practices, as approved by the Governing Board.

4. Regional Office personnel shall abide by the personnel and purchasing policies and regulations of the school division that serves as Fiscal Agent.

ARTICLE VII

Dissolution Clause

In the event of the dissolution of this Organization, all assets shall be disposed of pursuant to the Agreement to Establish and Operate Joint School Program executed by the school boards of Caroline, King George, Spotsylvania and Stafford.

ARTICLE VIII

Amendment

This Constitution may be amended only upon a unanimous vote of all participating school divisions, provided that such proposed amendment has been presented to the Governing Board at least one Governing Board meeting prior to the Governing Board meeting where such vote shall occur.

BY-LAWS

THE COMMONWEALTH GOVERNOR'S SCHOOL

Section 1: Regular meetings of the Governing Board shall be held at such times and places as shall be designated by the Governing Board at a minimum of once a quarter.

Section 2: The Governing Board shall hold an annual meeting in January of each year for the purpose of electing officers and delegating duties for the next year.

Section 3: The Director and Clerk of the Board, or their duly appointed representatives, will be required to attend all meetings of the Governing Board.

Section 4: Special meetings of the Governing Board may be held on the call of the Chair of the Governing Board, or by two members of the Governing Board, provided notice is given with 3 days to all members of the Governing Board.

Section 5: At least one week prior to a meeting, other than a special meeting, meeting packet, notice of the time and place of such meetings shall be given by letter or electronically, to all Governing Board members, mailed/mailed to their usual place of business or residence. The meeting packet will include agenda, consent agenda items, and supporting information for discussion items.

Section 6: The Commonwealth Governor's School Governing Board Chairperson can make or second a motion.

Section 7: The Commonwealth Governor's School Governing Board will follow Robert's Rules of Order in the conduct of its business.

Section 8: These By-laws may be amended only upon a majority vote of the Governing Board, provided that such proposed amendment has been presented to the Governing Board at least one Governing Board meeting prior to the Governing Board meeting where such vote shall occur.

Section 9: The participating county Superintendents and the Director will make curriculum adoption recommendations and programmatic revisions to the Governing Board for approval.

Section 10: A closed meeting will be used to discuss any item of a confidential nature such as personnel and contractual matters. This meeting will be limited to CGS Governing Board members and any individual who is required to provide the confidential information.