

**CONSTITUTION OF THE MAGGIE L. WALKER GOVERNOR'S SCHOOL
FOR GOVERNMENT AND INTERNATIONAL STUDIES**

ARTICLE I

Name:

The name of this organization shall be the Maggie L. Walker Governor's School for Government and International Studies ("Maggie L. Walker Governor's School") and it shall exist pursuant to the terms of agreement executed by the founding members, which agreement is entered into by the founding members for the purpose of jointly operating a regional Governor's School in the Commonwealth of Virginia.

ARTICLE II

Purpose:

The purpose of this Organization shall be to provide a regional Government and International Studies 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 the participating School Boards of Charles City County, Chesterfield County, Goochland County, Hanover County, Henrico County, Hopewell, King and Queen, New Kent County, City of Petersburg, Powhatan County, Prince George County and the City of Richmond.

Section 2 – Addition/Deletion of Participating School Boards

School Boards wishing to participate in the Maggie L. Walker Governor's School shall make application in writing to the Regional School Board requesting admission. Application must be made prior to the second semester of the academic year in order for student slots to be allocated for the subsequent academic year. An affirmative vote by a majority of the Regional School Board will constitute acceptance of the application. Any School Board wishing to withdraw from the Maggie L. Walker Governor's School must notify the Regional School Board in writing prior to its August meeting preceding the year of intended withdrawal. Should a School Board withdraw after this deadline, no tuition will be refundable.

ARTICLE IV

Governance of the Maggie L. Walker Governor's School

The Governing Board of this Organization shall be a Joint School Board (hereafter referred to as the “Regional School 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 School Board for the Maggie L. Walker Governor's School shall consist of one member and one alternate who would attend if the designated member cannot, from each of the local school boards listed in Article III. Each local Board Chair shall notify the Director in writing immediately upon the selection of the appointee and alternate appointee. Each member of the Regional School Board shall serve a minimum two-year term. If a member of the Regional School Board ceases to be a member of their local school board, that person shall cease to be a member of the Regional School Board. Each school board shall fill vacancies in its membership on the Regional School Board for the unexpired term.

Section 2 – Compensation:

Members of the Regional School Board may receive compensation fixed and paid by each local school board.

Section 3 – Organization:

The Regional School 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 its responsibilities.

- a. The Regional School Board shall, elect from its membership:
 1. Chairperson (the Chair) who shall preside at its meetings,
 2. Vice-Chairperson (the Vice-Chair) who shall preside in the absence of the Chair,
 3. An Executive Committee (the Executive Board), which shall have the full authority of the Regional Board in all matters except the amendment of the constitution and bylaws, approval of policy, modifications to the approved budget, issues that would require a closed session, or employment of the Director. The Executive Board shall consist of five Regional Board members: the Chair or Vice-Chair and four other Regional Board members to be elected

from its membership at the January reorganizational meeting for a term of one year. Terms of Executive Board members shall coincide with those of the Regional Board. The Regional School Board shall fill vacancies within the membership of the Executive Board if a member ceases to be a member of their local school board.

- b. The Regional School Board shall elect a clerk and deputy clerk who shall not be members of the Regional School Board and who shall keep a record of its proceedings.

Section 4 – Meetings:

Regular meetings of the Regional School Board and the Executive Board shall be held at such times and places as shall be designated by the Regional School Board. With sufficient notice, the Chair of the Regional School Board may cancel a regular or Executive Board meeting of the Regional School Board. The annual organizational meeting shall be the first scheduled meeting held in January of each year.

Special meetings of the Regional School Board may be called by the Chair, or on the request of two Regional School Board members. Special meetings of the Executive Board or the Regional School Board shall be called for specific purposes and with sufficient notice that the 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 respective Boards is present. If two Executive Board members are in disagreement with a voting item on the Executive Board agenda, said item will be moved to the next Regional School Board meeting agenda.

All meetings of the Regional School Board and the Executive Board shall be open to the public, except as may be permitted by the Virginia Freedom of Information Act. Meetings of the Regional School Board or the Executive Board may be held for the purposes specified in and shall be called in the manner prescribed by the Act.

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

Section 5 – Authority of the Regional School Board:

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

- a. To establish the business, property and affairs of the Maggie L. Walker Governor's School and provide for its operation.
- b. To adopt such policies and regulations as are necessary for the efficient operation of the Maggie L. Walker Governor's School.

- c. To make policy decisions necessary to carry out the purposes of the Maggie L. Walker 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 local school board shall review the annual budget presented by the Regional School Board and, if in agreement, provide funds for the administration, instruction and operation of the Maggie L. Walker Governor's School and its programs.
- e. To employ the staff required to operate the Maggie L. Walker Governor's School and its programs.
- f. To exercise authority over maintenance and repair of the Maggie L. Walker Governor's School facility, and over the management, operation, and conduct of the Maggie L. Walker Governor's School.
- g. Such other authority as may be provided under the laws of the Commonwealth of Virginia and the Regulations promulgated by the State Board of Education and the local school boards.

ARTICLE V

Steering Committee

Section 1 – Purpose:

The management and administrative authority of the Maggie L. Walker 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 School 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. Managing, administering, and operating the Maggie L. Walker Governor's School and its programs, including making personnel recommendations pursuant to Article VI Section 2.
- b. Purchasing supplies, and purchasing, selling or disposing of equipment or appliances.
- c. Review the annual program plan, budget, and plan for financing the operation of the Maggie L. Walker Governor's School to be presented to the Regional School Board for approval. The financing plan shall include an estimate of the amount of money which will be needed from each member school division during the next scholastic year to maintain and repair the Maggie L. Walker Governor's School building and/or facilities, and for administration, instruction, and operation of its programs, following as far as appropriate the forms furnished by the Virginia Board of Education as provided in Section 22.1-92 of the Code of Virginia.

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 School Board concerning the policies and practices of the Maggie L. Walker Governor's School. The Steering Committee will conduct an annual review of the job performance of the Director and make recommendations to the Regional School Board.

ARTICLE VI

Director

Section 1:

The Regional School Board shall appoint a Director – upon recommendation of the Steering Committee – who shall serve as the chief administrative officer of the Maggie L. Walker 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 may have continuing contract with the Maggie L. Walker Governor's School, but the

Maggie L. Walker Governor's School may reassign the Director to teacher status at adjusted salary in accordance with Virginia Code Section 22.1-294.

Section 2:

The Director is the chief administrative officer of the Maggie L. Walker Governor's School and as such shall manage the day-to-day operation of the Maggie L. Walker Governor's School and shall serve as the liaison between the Maggie L. Walker Governor's School and the community. The Director shall bring matters to and take direction from the Steering Committee and shall make recommendations to the Steering Committee regarding program of instruction, staffing needs, operational policies, finances, and all other matters within the purview of the Steering Committee.

Section 3:

Should the position of Director become vacant, the Regional School 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 School Board after consultation with the Steering Committee.

ARTICLE VII

Fiscal Agent:

Richmond Public Schools shall be the fiscal agent of the Maggie L. Walker Governor's School and shall receive the revenues thereof. Disbursements shall be reported to the Regional School Board. The Fiscal Agent shall have no direct authority over the administration or operations of the Maggie L. Walker Governor's School. The Regional School Board may enter into an agreement with the Fiscal Agent for the provisions and maintenance of facilities. A change in Fiscal Agent shall require approval of a majority of the Regional School Board.

ARTICLE VIII

Planning Committee

The Planning Committee is composed of administrators of gifted education programs and other representatives as appointed by the Superintendents of participating school divisions. 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 monthly, or as needed. Duties of the committee shall include:

- a. serving as individual liaison to division Superintendents
- b. serving as an advisory body to the Steering Committee

- c. establishing admission procedures
- d. coordinating implementation of the selection process as determined by participating divisions
- e. initiating and/or reviewing curriculum development and program implementation
- f. other such duties as may be assigned by the Director

ARTICLE IX

Finance Committee

The Finance Committee shall be the Maggie L. Walker Governor's School Director, Budget Directors from Chesterfield, Hanover, Henrico, the City of Richmond, and a representative from at least one other division to be determined by recommendation of the Superintendent's steering committee. The Finance Committee will assist the Director and the Regional School 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 Maggie L. Walker Governor's School. The Finance Committee shall monitor the budget process; review and make recommendations to the Regional School Board with respect to budgets submitted by the Director; review budgetary compliance; monitor the fiscal status of all funding programs; and review all budget transfer requests, financial statements or reports, before they are submitted to the Regional School Board. The Finance Committee shall ensure an annual audit of the Maggie L. Walker Governor's School is accomplished.

ARTICLE X

Dissolution Clause

In the event of the dissolution of the Maggie L. Walker Governor's School, all assets shall be dedicated to the member school division(s) continuing the work of the educational program, on a pro rata basis according to the percentage contribution of the participating school divisions at the time of such dissolution.

ARTICLE XI

Amendment

This Constitution may be amended at any regular or special meeting of the Regional School Board of the Maggie L. Walker 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 via electronic communication, or should a member of the Board or body not have access to electronic communication, then by letter

mailed to their usual place of business or residence. Notification preferences should be communicated to the school board clerk.

BY-LAWS OF THE MAGGIE L. WALKER GOVERNOR'S SCHOOL FOR GOVERNMENT AND INTERNATIONAL STUDIES

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

Section 2: Regular meetings of the Regional School Board shall be held at Maggie L. Walker Governor's School six times per year beginning in January. The Executive Board shall meet during those months the regular meetings do not occur, with the exception of the month of July.

Section 3: The Regional School Board shall hold an annual meeting during January for the purpose of electing officers and Executive Board membership, delegating duties to the Steering Committee, 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 School Board meetings.

Section 6: The financial officer and clerk, or their duly appointed representatives, will be required to attend all meetings of the Regional School Board.

Section 7: At least three days prior to a meeting, other than a special meeting, the time and place of such meeting shall be communicated to all Regional School Board members by electronic means. In addition, the Regional School Board shall publish notice of their meetings and sub-committee meetings.

Section 8: The rules contained in "Roberts Rules of Order, Revised" shall govern the operation of the Regional School Board in all cases to which they are applicable and in which they are not inconsistent with the Organization's Constitution or By-Laws.

Section 9: The Regional School Board Chair, with the assistance of the Director, is responsible for preparation and distribution of an agenda. 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 2/3 vote.

Section 10: Executive Board Voting – If two or more members of the Executive Board are not in agreement, such item of business shall be deferred back to the next Regional School Board meeting.

Section 11: Order of Business – the order of business for a regular meeting of the Board shall be;

- A. Call to Order
- B. Moment of Silence
- C. Pledge of Allegiance
- D. Introductions
- E. Agenda Approval
- F. Approval of Minutes
- G. Recognitions
- H. Public Comment
- I. Director's Report
- J. Unfinished Business
- K. Consent Items
- L. Action Items
- M. Board Review/Discussion Items
- N. Information Items
- O. Superintendent's Steering Committee Report
- P. Closed Meeting/Certification of Closed Meeting
- Q. Announcements
- R. Adjournment

Section 12: Public Comment

- a. The order of business of any regular meeting shall include an opportunity for the public to address the Regional School Board, provided; however, that the Regional School Board does not obligate itself to act on any request or approval.
- b. The Public Information Period is an opportunity for citizens to address the Regional School Board concerning the services, policies, and affairs of the Maggie L. Walker Governor's School. The Public Information Period shall not exceed (30) minutes. Each speaker will be allotted three (3) minutes (in the discretion of the Chairperson) to make his/her comments. Individuals representing groups will be allotted five (5) minutes. Citizens must schedule their appearance with the Board's Clerk, not later than 10:00am on the last business day before the meeting at which they desire to be heard.
- c. Speakers should state their full legal name prior to addressing the Regional School Board.

Speakers will not be permitted to address or question the Director, Board Attorney, Board Clerk or Deputy Clerk, or any other staff member directly. Questions should be directed to the Chairperson, who may, at his/her discretion, solicit a response.

Speakers must supply the Clerk with a summary of his/her comments by 10:00am on the last business day prior to the meeting at which he or she desires to be heard. On the day of the meeting the member of the community must visit the Clerk's table prior to the Public Information Period to receive a copy of Regulation 1024-R and acknowledge that he or she understands the protocol guidelines.

Speakers appearing before the Regional School Board will not be allowed to campaign for public office, promote private business ventures, engage in personal attacks of anyone, or use profanity or vulgar language.

Applause is permitted during the awards and presentations period only.

Citizens may express their views in writing in lieu of any oral presentation.

Hearing-impaired persons may contact the Board Clerk in advance to make arrangements for an interpreter.

Adopted: July 18, 1996
Amended: May 21, 1998
Amended: September 16, 1999
Amended: March 15, 2001
Amended: February 21, 2002
Amended: October 16, 2003
Amended: October 18, 2012
Amended: August 15, 2013
Amended: December 18, 2014
Amended: May 21, 2015
Amended: September 15, 2016
Amended: October 19, 2017