



Future Educators Academy Governing Board Bylaws

Article I: Name and Purpose

1. **Name:** Future Educators Academy
2. **Purpose:** The purpose of the Future Educators Academy Governing Board is to oversee the operations and procedures of the Academy, ensuring compliance and accountability with all applicable state and local laws governing Virginia lab schools. The Board shall carry out duties as delegated by the Virginia Department of Education and ensure that the Academy remains responsive while adhering to statewide policies and regulations.

Article II: Governing Board

1. **Composition:**
 - The Board shall consist of the President of Germanna Community College, or appointed designee; the President of Laurel Ridge Community College, or appointed designee; the Superintendent of Culpeper County Public Schools, or appointed designee; the Superintendent of Madison County Public Schools, or appointed designee; the Superintendent of Rappahannock County Public Schools, or appointed designee; the Superintendent of Orange County Public Schools, or appointed designee; Old Dominion University Designee; a community member.
 - Additional members shall be added to the Governing Board as the Academy grows to include more school divisions. Each school division shall have a representative.
 - Executive Committee: The Executive Committee will consist of Germanna Community College President, or appointed designee; Laurel Ridge Community College President, or appointed designee; one Germanna Region School Division Superintendent, or appointed designee; one Laurel Ridge Region School Division Superintendent, or appointed designee; and FEA coordinator.
 1. The Executive Committee will meet regularly to discuss the overall functioning of the Academy as appropriate for a governing board.
 2. The Executive Committee will report its actions to members of the governing board.
2. **Officers:**
 - The officers of the Board shall be the Chair, Vice-Chair, Secretary, and Treasurer.
 - The Future Educators Academy Coordinator will serve as a support to the Governing Board as a liaison. The coordinator will also be a liaison to the Virginia Board of Education to ensure compliance with state regulations and grant requirements.
 - A notetaker will attend all meetings to record the meeting minutes.

Article III: Board Responsibilities

1. Oversight:

- The Board is responsible for overseeing the administration of the Academy, ensuring adherence to the standards and regulations set by the Virginia Board of Education.
- The Board shall ensure that Academy programs meet or exceed the requirements for secondary education as stipulated by the Virginia Board of Education.
- The Board shall stay informed of major personnel matters that could impact the Academy's operations, reputation and public perceptions.

2. Policy:

- The Board shall establish and amend policies that comply with the educational standards and guidelines provided by the Virginia Board of Education.

3. Compliance:

- The Board will ensure the submission of required reports and documentation to the Virginia Board of Education as specified in the grant agreement and state regulations.
- The Board will review and approve local regulations on student conduct.

4. Liaison:

- The Board shall act as a communication channel among colleges, local entities, school divisions and the Virginia Department of Education.

5. Budget:

- The Board will stay informed about the Academy's fiscal status and direct the coordinator to provide quarterly updates on financial and annual spending plans.
- The Board will review and approve detailed budgets for yearly spending and audit reports.
- The Board will receive and approve financial statements and audit reports.

Article IV: Meetings

1. Frequency:

- The Board shall meet quarterly and ensure that meetings comply with any requirements set forth by the Virginia Board of Education and the Academy's Policies and Procedures.

2. Notice:

- Notice of meetings must be provided 3 days in advance, as required by Virginia state law.

3. Quorum:

- A quorum for conducting official business shall consist of 6 members.

4. Minutes:

- Minutes of each meeting shall be recorded and made available to partner's governing boards and the public.

5. Rules of Order:

- Meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised, to ensure orderly and efficient conduct of business. The Chair shall be responsible for maintaining adherence to these rules.

6. Virginia Open Meeting Laws:

- All meetings will comply with the Code of Virginia open meetings requirements as presented in <https://law.lis.virginia.gov/vacode/title2.2/chapter37/section2.2-3707/>.

Article V: Meeting Rules

1. Agenda:

- The agenda for each meeting shall be prepared by the Chair and distributed to Board members at least 3 days prior to the meeting. Board members may submit agenda items to the Chair for consideration.

2. Order of Business:

- Meetings shall follow a structured order of business, including but not limited to: Call to Order, Approval of Minutes, Reports, Old Business, New Business, and Adjournment.

3. Conduct:

- Meetings shall be conducted in a respectful and orderly manner. The Chair shall maintain control of the meeting and ensure that discussions are relevant to the agenda items. Members shall address their comments and questions through the Chair and avoid interrupting others.

4. Voting:

- Decisions shall be made by a majority vote of the members present. Each member is entitled to one vote, and voting by proxy is not permitted. In the event of a tie, the Chair shall cast the deciding vote.

5. Public Participation:

- Meetings shall be open to the public, and members of the public may address the Board during designated public comment periods. The Chair shall set time limits for public comments and ensure that comments are relevant to the agenda.

6. Minutes:

- Minutes of each meeting shall be recorded by the Secretary or designated staff member. The minutes shall include a summary of discussions, decisions made, and action items. Draft minutes shall be reviewed and approved at the next Board meeting.

7. Confidentiality:

- Certain discussions and documents may be deemed confidential due to privacy or legal considerations. Board members are expected to maintain confidentiality regarding sensitive information discussed during meetings.

8. Special Meetings:

- Special meetings may be called by the Chair or upon request by 3 Board members. Notice of special meetings, including the agenda, must be provided to all members at least 3 days in advance.

9. Virtual Meetings:

- When necessary, meetings may be held virtually, following applicable state laws and regulations. Members participating virtually shall have the same rights and responsibilities as those attending in person.

10. Meeting Conduct:

- Members who fail to adhere to meeting rules or engage in disruptive behavior may be called to order by the Chair. Repeated violations may result in disciplinary action, including suspension from Board activities.

Article VI: Committees

1. Formation:

- The Board may establish committees to address specific issues or areas of interest, including compliance with Virginia Board of Education standards.

2. Duties:

- Committees shall perform duties as assigned by the Board, including reviewing compliance with state educational standards and grant requirements, preparing an agenda and recording minutes.

3. Membership:

- Committees may include members from the school districts, colleges, community members, and Virginia Department of Education.

Article VII: Conflict of Interest

1. Policy:

- Board members must disclose any conflicts of interest related to their roles, particularly concerning funding and compliance with Virginia Board of Education requirements.
- Members with conflicts must recuse themselves from related discussions and decisions.

Article VIII: Amendments

1. Procedure:

- Amendments to these Bylaws may be proposed by any Board member and require a majority vote for approval.
- Proposed amendments must be reviewed for compliance with Virginia Board of Education and Commonwealth of Virginia regulations before adoption.

Article IX: Indemnification

1. Protection:

- Board members shall be indemnified against personal liability to the fullest extent permitted by Virginia state law.

Article X: Code of Conduct

1. Code of Ethics:

- We are committed to fostering learning environments that promote student success.

- We will act with integrity and expect the same from all Academy community members.
- We will perform our roles with mutual respect and openness to productive differences.
- We will support the academic freedom of faculty and students.
- We will be responsible stewards of resources, ensuring accountability to the Commonwealth and our communities.
- We will maintain the confidentiality of certain topics and share information only when authorized or required by law.
- We will not accept gifts, favors, or opportunities that might improperly influence our duties, avoiding even the appearance of conflict of interest.
- We will engage in civil and professional communication and offer good faith and fair dealings.
- We will support employment opportunities in accordance with all applicable policies and recognize the needs of all citizens.
- We will encourage community members to act in good faith and report any violations of these principles.

2. Expectations:

- Board Members should:
 1. Adhere to the highest standards of ethical conduct, in line with Virginia Board of Education guidelines.
 2. Advise the coordinator on strategic matters.
 3. Stay informed to make reasoned decisions and recommendations.
 4. Learn about the Academy and Virginia Lab Schools to support its mission and goals.
 5. Attend Academy events as much as possible.
 6. Advocate for the Academy within the community.
 7. Support the Academy in all required capacities as a Governing Board member.
 8. Attend meetings. Excessive absences may result in removal from the Board.

Article XI: Dissolution

1. Procedure:

- In the event of dissolution, the Board shall distribute assets in accordance with Virginia state laws and regulations, including any stipulations from the Virginia Board of Education.