

U.S. VIRGIN ISLANDS STATE LONGITUDINAL DATA SYSTEM DATA GOVERNANCE BYLAWS

ARTICLE I

ESTABLISHMENT OF PARTNERSHIP

Section 1.1. Establishment and Name. The Government of the U.S. Virgin Islands (GVI) provides for the establishment of a State Longitudinal Data System (SLDS) Data Governance Program to provide oversight to the Territory's SLDS that will maximize the achievements of all students, from birth through K-12, postsecondary education and workforce, while promoting the efficient use of financial and human resources.

Section 1.2. Members of the Partnership. The Partnership shall consist of major territory wide educational groups and non-educational territory wide organizations with a stated interest in the SLDS (herein, the "Partners"). The initial membership of the Partnership shall include the members from US Virgin Islands Department of Education (VIDE), the University of the Virgin Islands (UVI), the US Virgin Islands Department of Labor (DOL), US Virgin Islands Department of Health (DOH), US Virgin Islands Department of Human Services (DHS), US Virgin Islands Department of Personnel (DOP), the US Virgin Islands Department of Finance (DOF), the US Virgin Islands Board of Education (VIBOE), the US Virgin Islands Bureau of Information Technology (BIT), the Legislative Chair of Education (LCE) and the US Virgin Islands Department of Justice (DOJ).

Section 1.3. New Members. Prospective members of the Partnership may be nominated by any Partner, and new members will be added with the approval by two-thirds majority of the Partnership.

Section 1.4. Powers and Duties. The Partnership shall monitor the status of the data governance program; develop recommendations; and submit a report to the governor on the status of the Data Governance Program.

Section 1.5. Principal Office. There shall be no principal office of the Partnership. Meetings shall be conducted at the chairperson's institutional offices or as the members may designate from time to time.

ARTICLE II

EXECUTIVE COUNCIL AND COMMITTEES

Section 2.1. Executive Council Membership. The Partners shall be represented by an Executive Council of representative members comprised of the chief executives, presidents, or other formally-designated leaders of their respective organizations, or their designees, who shall be designated, elected or appointed by their respective organizations from time to time (herein the "Executive Council").

Section 2.2. Duties. The Executive Council shall manage the activities and affairs of the Partnership.

Section 2.3. Term. Each Executive Council member shall hold membership until their successor is designated, elected or appointed by their respective Partner.

Section 2.4. Removal and Vacancies. Executive Council members may only be removed by their respective Partner. Any vacancies shall be promptly filled by designation, election or appointment of the respective Partners.

Section 2.5. Compensation. The Executive Council members shall not be compensated for their services.

Section 2.6. Committees of the Executive Council. The Partnership, by resolution of the majority of the Executive Council members at which a quorum is present, may establish committees that may exercise specific management duties of the Partnership. Such committees shall at all times be subject to the direction and control of the Executive Council. Committee members shall be appointed by the affirmative vote of a majority of the Executive Council members present. A majority of the members of any committee shall constitute a quorum for the transaction of business at a meeting of any such committee. In other matters of procedure the provisions of these Bylaws shall apply to committees and members thereof to the same extent they apply to the Executive Council. The designation of any committee and the delegation thereto of authority shall not operate to relieve the Partnership of any responsibility of the Partnership.

Section 2.6.1. Steering Committee. The Executive Council shall have a standing executive committee responsible for advancing the Partnership's agenda and initiatives between Executive Council meetings at the direction of the Executive Council (herein the "Steering Committee"). The Steering Committee shall be comprised of the chair, the vice-chair and other members as appointed by the Executive Council. The Steering Committee shall be subject to the provisions of Section 2.6 above.

Section 2.6.2. Data Governance Tactical Working Committee. The Partnership shall establish a Data Governance Tactical Working Committee(hereafter "Tactical Working Committee") for the purpose of overseeing Data Governance and implementation of the U.S. Virgin Islands Longitudinal Data System developed jointly by the US Virgin Islands Department of Education (VIDE), the University of the Virgin Islands (UVI), the US Virgin Islands Department of Labor (DOL), US Virgin Islands Department of Health (DOH), US Virgin Islands Department of Human Services (DHS), US Virgin Islands Department of Personnel (DOP), the US Virgin Islands Department of Finance (DOF), and the US Virgin Islands Department of Justice (DOJ).

ARTICLE III MEETINGS OF U.S. VIRGIN ISLANDS SLDS GOVERNANCE PARTNERSHIP

Section 3.1. Regular Meetings. The Partnership shall meet at least monthly. Meetings shall be held at the chairperson's institutional offices or at such other place the Executive Council may designate.

Section 3.2. Special Meetings. Special meetings may be called from time to time with the approval of the chair and vice-chair.(*Reference 4.1*)

Section 3.3. Notice of Meetings. Notice of the time and place of regular and special meetings will be given to the membership.

Section 3.4. Quorum. A majority of the representative members shall constitute a quorum for the transaction of business of any meeting of the Partnership. *(Should we make it open to the public?)*

Section 3.5. Acts of the Partnership. Except as otherwise required by U.S. Virgin Islands law or specified in these Bylaws, the Partnership shall take action by the affirmative vote of the majority of the representative members comprising the Executive Council, who shall be entitled to one (1) vote on each matter submitted to a vote. *(Voting may be done by any means deemed reasonable by the committee)*

Section 3.6. Presumption of Assent. A member of the Partnership who is present at a meeting of the Partnership at which action on any matter is taken shall be presumed to have assented to the action taken unless their dissent is entered in the minutes of the meeting or unless they file a written dissent with the chairperson.

ARTICLE IV OFFICERS

Section 4.1. Chairperson of the Partnership. There shall be a chairperson of the Partnership that shall rotate between the US Virgin Islands Department of Education (VIDE) and the University of the Virgin Islands (UVI). The vice-chair shall be the member who will serve as chair in the next two-year term.

Section 4.2. Term of Service. The Department of Education and the University of the Virgin Islands will rotate as chair and vice-chair at two-year intervals.

Section 4.3. Compensation. Officers of the Partnership shall not be compensated for their service.

ARTICLE V GENERAL PROVISIONS

Section 5.1. Amendments. These bylaws may be amended or repealed and new bylaws may be adopted by the affirmative vote of the majority of the representative members at any regular or special meeting, provided that at least five (5) days written notice is given of the intention to adopt new bylaws or alter, amend or repeal the existing bylaws at such meeting.

Section 5.2. Records. The Partnership shall keep records and minutes of the proceedings of the meetings and actions of the Executive Council and of the committees, workgroups or subcommittees of the Executive Council. The minutes of each meeting shall be reviewed and approved at each regular meeting of the Executive Council. If a special meeting occurs, minutes of that meeting shall be reviewed and approved at the next regular meeting of the Executive Council. The records and minutes of the Executive Council shall be made available.