

Alberta Association of IB World Schools (ABIBS) Constitution

April 2018

ARTICLE 1. NAME

The organization shall be known as “The Alberta Association of IB World Schools (ABIBS)”

ARTICLE 2. OBJECTIVES OF THE ORGANIZATION

Section 1. Mission Statement

To provide the Alberta IB World School community with services that enhance student success and increase recognition of IB programmes.

Section 2. Objectives

The specific objectives of the organization shall be:

1. To support the goals and objectives of the International Baccalaureate Organization.
2. To provide support for the International Baccalaureate (IB) programs (Primary Years, Middle Years, and Diploma) and for IB World Schools in Alberta.
3. To provide communication among IB World Schools in Alberta.
4. To provide liaison with Alberta Education.
5. To provide liaison with post secondary institutions.
6. To promote special recognition of the IB Diploma by the Ministry of Education and by the universities.
7. To provide liaison with other Associations of IB World Schools.
8. To support professional development among IB World Schools in Alberta.
9. To promote and sponsor IB World School staff and student activities.
10. To promote research into the benefits of the International Baccalaureate programme and examinations.
11. To act as a clearing house for information concerning and in support of new IB World Schools as well as continuing IB World Schools.
12. To pursue grant writing and corporate funding when necessary for specific projects.

ARTICLE 3. MEMBERSHIP

Section 1: Schools in Alberta that are authorized by the International Baccalaureate Organization to offer one or more of its academic programs, may become members of the Alberta Association of IB World Schools. Member schools shall be represented by the IB Coordinator at the school, or by the Head of School, and/or by a teacher or an administrator designated by the school.

Section 2: Each member school shall hold equal status and voting rights of one voting delegate per school (as identified by each school).

Section 3: Honorary membership may be conferred upon individuals and institutions determined by the executive to be friendly to the organization.

Section 4: Schools offering IB programs shall be granted membership in good standing in the Alberta Association of IB World Schools under the following conditions:

- i). Application to the Alberta Association of IB World Schools submitted.
- ii). Provision of proof of affiliation or registration with the International Baccalaureate Organization.
- iii). Payment of the annual membership fee.
- iv). Acceptance of the terms of membership established by these by-laws.
- v). Regular attendance by the voting members of each member school.

Section 5: Every member shall uphold the constitution and comply with these by-laws.

Section 6: A school or person ceases to be a member of ABIBS.

- (a) by delivering notice of resignation in writing to the secretary of the society or by mailing or delivering it to the President of ABIBS;
- (b) on his or her death;
- (c) on dissolution of the IB program at the school;
- (d) on being expelled; or
- (e) on having been a member not in good standing for 12 consecutive months.

Section 7: (1) A member may be expelled by a special resolution of the members passed at a general meeting.
(2) The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
(3) The member who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

Section 8: All members are in good standing except a member who has failed to pay their current annual membership fee or any other subscription or debt due and owing by them to ABIBS and are not in good standing so long as the debt remains unpaid.

ARTICLE 4. DUES

Section 1: The executive shall, in consultation with the membership, determine the amount of the first annual membership dues and after that the annual membership dues shall be determined at the Annual General Meeting of the organization.

Section 2: The dues shall be collected and remitted in a manner which is approved by the Membership.

Section 3: There shall be no dues for individual or institutional honorary membership (non-voting).

Section 4: If dues present an undue hardship for a member school, that school may apply, via written application to the sitting executive, for a fee subsidy or waiver. If fees are waived entirely, the member school will have voting privileges suspended until the member school can at least pay a subsidized rate for annual dues.

ARTICLE 5. EXECUTIVE

Elected members of the executive shall be active International Baccalaureate Coordinators, Principals or designated administrators of International Baccalaureate World Schools and academic or University counsellors, and teachers of International Baccalaureate courses whose schools are accredited, fee paying members of ABIBS and the International Baccalaureate Organization.

A person retired from any of the above-mentioned positions may fill the position of Past President.

Each member school is entitled to have no more than two representatives serving on the executive at any one time.

In the event that a member of the executive retires from a school-based position before completing a term of office in ABIBS, that member of the executive shall continue to perform the duties of the position until the Annual General Meeting following the retirement.

The executive shall be comprised of the following positions:

- President
- Past President
- Vice President
- Secretary
- Treasurer
- Program Chairs (PYP, MYP, DP, CP) (Annually one representative from Northern Alberta and one representative from Southern Alberta will assume leadership responsibilities for professional development activities for ABIBS).
- Registrar

The duties of each office are as follows:

PRESIDENT

- Transact all business of the organization between meetings of the executive.

- Be the official spokesperson for the organization.
- Preside at all meetings of the organization and its executive.
- Call meetings as deemed necessary by the executive but no less than one meeting of the executive and one meeting of the organization annually.
- Prepare the agenda in consultation with the Executive and the membership for all meetings to keep the organization operational and effective.
- Signing authority.
- With Program Chairs – coordinate P.D. activities.

PAST PRESIDENT

- At a reasonable time prior to the Annual General Meeting, provide a list of candidates to be nominated for vacant executive positions.

VICE-PRESIDENT

- Assume the duties, responsibilities and privileges of the President in the absence of the President or at the request of the President.
- Assist the President in providing leadership to the organization.
- Signing authority.

SECRETARY

- Record minutes of all meetings and send out copies to all members of the appropriate committee promptly for each meeting.
- Handle all correspondence of the organization as directed by the executive.
- Maintain a current list of members including their addresses (both postal and electronic), telephone numbers and fax numbers and provide this list to any member upon request.
- Maintain a current list of all IB course offerings at every member school.

TREASURER

- Be responsible for the accounting and banking of all funds of the organization.
- Prepare a financial statement for each executive meeting and general meeting or as required by the President.
- Keep an up to date record of all financial transactions of the organization.
- Pay promptly all outstanding bills of the organization.
- Prepare a budget for the approval of the executive to be ratified by the membership at the Annual General meeting.
- Signing authority.

REGISTRAR

- Be responsible for the registration and welcome desk at all AGM and Annual Fall Meetings.
- Create name tags for all attending members

- Notify the executive of registration numbers so that they can look after contacting the venue to ensure appropriate lunch orders etc...
- Coordinate a bus for student and member travel to the annual fall meeting if possible.

PROGRAM CHAIRS – PYP, MYP, DP, CP

PRIMARY YEARS PROGRAM

MIDDLE YEARS PROGRAM

DIPLOMA PROGRAM

CAREER RELATED PROGRAM

- Represent the interests and concerns of respective program for ABIBS members.
- Assist in the development and implementation of professional development for members of ABIBS and students.

AD HOC COMMITTEES:

Ad hoc committees for specific purposes and tasks will be struck as needed by an executive or a general meeting.

REMOVAL OF EXECUTIVE OFFICERS

Executive officers may be removed by a 2/3 majority vote of the membership. The position may be filled by the remaining executive, or by an election depending on the wishes of the membership.

ARTICLE 6. MEETINGS OF MEMBERS

Section 1: There shall be one annual meeting of ABIBS members delegated at a time/place determined by the Executive. Every general meeting, other than the AGM, is an extraordinary meeting. These will be determined by the Executive in consultation with the members.

Section 2: The executive shall meet at least once yearly. Additional meetings may be called as necessary.

Section 3: ABIBS will cover the cost for 2-days of supply teachers for executive members, if required, to attend executive meetings.

Section 4: ABIBS will cover the costs, not covered by IBA, for sending two representative(s) of executive to attend the annual IBA Regional Leaders Meeting. ABIBS will adopt the IBA framework for expenses which includes up to \$80 of food costs per day and of that \$80, a maximum of \$60 can be spent at one meal during that day and must include tax and tip. Other expenses that will be covered include transportation to and from the airport and hotel internet. For all expenditures receipts must be submitted to the ABIBS treasurer for reimbursement.

Section 5: ABIBS executive members who must travel out of city for meetings will be reimbursed the cost of mileage at an equivalent to that of the Alberta Government's mileage rates. ABIBS will cover the cost of replacement teachers for executive members to attend meetings if required.

Section 6: ABIBS may cover sub costs and offer an honorarium to any Alberta IB Teacher who is selected to facilitate a full day Curriculum Integration PD session.

ARTICLE 7. ELECTIONS

Section 1: The election of the executive shall take place at the Annual General Meeting. The term of service for elected officers shall be 2 years. A member may be re-elected for one consecutive two-year term only, unless there is a need by executive to allow additional two-year terms in order to fill a position.

Section 2: An election may be by acclamation; otherwise it shall be by secret ballot.

Section 3: The officers may at any time and from time to time appoint a member to fill a vacancy in the executive. A member so appointed holds office only until the conclusion of the next following AGM of the organization, but is eligible for re-election at the meeting.

Section 4: In the case of a lack of new nominees one additional term may be served by the PYP and MYP chairs.

Section 5: Members can run for a position that they have previously held as long as they haven't been in that position for at least two years.

ARTICLE 8. RULES OF ORDER

On all questions of parliamentary law not specifically covered in the constitution, Robert's Rules of Order Revised shall be the governing authority.

ARTICLE 9. AMENDING FORMULA

This constitution may be amended by a vote of two-thirds of the members present at the General Meeting provided that a notice of motion has been given to the Executive, in writing at least 30 days prior to the meeting. In addition, the Secretary shall then forward a copy of the proposed amendment to all members at least two weeks prior to the AGM.

ARTICLE 10. NOTICE OF CHANGE OF DIRECTORS

The following individuals are currently signing authorities:

President: Sue Rivers

Signature:

Vice President: Kris Werzun

Signature:

Treasurer: Brendan Bulger

Signature:

Registrar: Chelsea Androschuk

Signature:

ARTICLE 11. RATIFICATION

This constitution was ratified and took effect on _____.