

**CONSTITUTION OF
THE HOOSIER INTERNATIONAL
BACCALAUREATE WORLD SCHOOLS
ASSOCIATION (HIBS)
RATIFIED ON DECEMBER 4, 2008**

ARTICLE 1. NAME

The organization shall be known as The Hoosier International Baccalaureate World Schools Association (HIBS).

ARTICLE 2. MISSION STATEMENT AND OBJECTIVES OF THE ORGANIZATION

Mission Statement:

It is the mission of the Hoosier International Baccalaureate Schools (HIBS) to promote the values, ideals, and expansion of the International Baccalaureate Programs and to support existing and prospective Indiana International Baccalaureate World Schools.

Objectives:

The specific objectives of the organization shall be:

1. To support the goals and objectives of the International Baccalaureate Organization (IBO) and International Baccalaureate North America (IBNA).
2. To provide support for IB programs in Indiana. These include any school that offers the Primary Years Program (PYP), the Middle Years Program (MYP), or the Diploma Program (DP).
3. To facilitate communication among all IB schools in Indiana.
4. To provide a liaison with the Indiana Department of Education.
5. To provide a liaison with post-secondary institutions.
6. To promote special recognition of the IB Diploma by the Indiana Department of Education and by the universities.
7. To provide a liaison with other International Baccalaureate sub-regional groups.
8. To support professional development and training among IB schools in Indiana.
9. To promote and sponsor IB staff and student activities.
10. To promote research into the benefits of the IB program and IB examinations.
11. To act as a clearing house for information concerning, and in support of, new IB schools, as well as continuing IB schools.
12. To pursue grant writing and corporate funding when necessary for specific projects.

ARTICLE 3. MEMBERSHIP

Section 1: Schools in Indiana that are authorized by IBO to offer one or more of its academic programs, or are registered IB schools under the authority of the International Baccalaureate Organization, may become members of the Hoosier International Baccalaureate World Schools Association. Member schools shall be represented by the IB coordinator at the school, and/or by the head of school, and/or by a teacher or an administrator designated by the school.

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

Section 3: Levels of membership:

- a. Active Membership- open to all IBO authorized schools who have one or more of the following programs: Primary Years Program (PYP), Middle Years Program (MYP), and/or Diploma Program (DP) Annual Fee: \$100.00 per school
- b. Candidate Membership- open to all schools who are in the application process of becoming an IB authorized school offering one or more of the following programs: Primary Years Program (PYP), Middle Years Program (MYP), and/or Diploma Program (DP)(These are non-voting members.) Annual Fee: \$75.00 per school
- c. Associate Membership- open to any education agencies or organizations with interest in the HIBS Association (These are non-voting members.) Annual Fee: \$25.00 per organization or agency
- d. Emeritus Membership- open to individuals who are retired coordinators, heads-of-schools, or teachers who wish to continue their support and involvement in HIBS activities (These are non-voting members.) Annual Fee: \$25.00 per individual

Section 4: Membership dues:

1. Membership dues will be set by the executive board and paid by each membership program on or before the fall Bi-Annual General Meeting (BAGM).
2. The membership fiscal year shall be dependent upon the BAGM date.
3. See Article 4 for more information regarding dues.

Section 5: Schools offering IB programs shall be granted membership in good standing to HIBS under the following conditions:

- i. Application to HIBS.
- ii. Provision of proof of authorization with the International Baccalaureate Organization and International Baccalaureate North America.
- iii. Payment of the annual membership fee.
- iv. Acceptance of the terms of membership established by this constitution.
- v. Regular attendance by the voting members of each member school.

Section 6: Every member school shall uphold the constitution and shall be bound by its requirements.

Section 7: A school ceases to be a member of HIBS

- a. By delivering notice of resignation in writing to the president of HIBS;
- b. On dissolution of the IB program at the school or non-renewal of IB certification;
- c. On being expelled; or
- d. On having been a member not in good standing for 12 consecutive months.

Section 8: Regarding the expulsion of member schools:

1. A member school 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 school that 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 9: All member schools are in good standing except a member school that has failed to pay the current annual membership fee or any other subscription or debt due to HIBS.

ARTICLE 4. DUES

Section 1: The executive board 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.

ARTICLE 5. SIGNING AUTHORITY

Signing authority for HIBS will rest with the president, the treasurer, and the vice-president. Two signatures, out of the three, will be required to authorize withdrawals.

ARTICLE 6. EXECUTIVE BOARD

Elected members of the executive board shall be active IB coordinators, principals or designated administrators of IB schools, university representatives, and IB teachers or counselors whose schools are accredited, fee-paying members of the IBO and of HIBS.

A person retired from any of the above-mentioned positions may fill the position of past president, as needed.

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

In the event that a member of the executive board vacates a school-based position before completing a term of office in HIBS, that member shall continue to perform the duties of the position until the annual general meeting following the retirement unless they are unable or unwilling. Vacancies will be filled by a vote taken at an HIBS meeting. The past president will keep a list of potential candidates for executive board vacancies.

The executive board shall be comprised of the following positions:

- President
- Past President
- Vice-President
- Treasurer
- Secretary
- Vice President: Diploma Programme
- Vice President: Middle Years Programme
- Vice President: Primary Years Program

The duties of each office are as follows:

President

- Transact all business of the organization between meetings of the executive board
- Be the official spokesperson for the organization
- Preside at all meetings of the organization and executive board
- Call meetings as deemed necessary by the executive board or membership, but no less than two meetings of the executive board and two meetings of the organization annually
- Prepare the agenda in consultation with the executive board and the membership for all meetings to keep the organization operational and effective
- Coordinate professional development activities with the Professional development director and the university and college director
- Shall be one of the signing authorities of HIBS

Past President

- At a reasonable time prior to the annual general meeting or ad hoc meeting of the executive board, provide a list of candidates to be nominated for vacant executive positions
- Provide continuity for the executive board and organization

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.
- Shall be one of the signing authorities of HIBS

Treasurer

- Be responsible for the accounting and banking of all funds of the organization
- Prepare a financial statement for each executive board 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 by the executive board to be ratified by the membership at the annual general meeting
- Notify members that are not in good-standing with the organization prior to a meeting where a vote will be taking place
- Shall be one of the signing authorities of HIBS

Secretary

- Record minutes of all meetings and send out copies to all members of the executive board promptly after each meeting
- Handle all correspondence of the organization as directed by the executive board
- 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
- Pass on information to the webmaster for inclusion on the HIBS website

Vice President: Diploma Program

- Represent the interests of the Diploma Program in all HIBS meetings and activities
- Act as a contact person for information regarding the Diploma Program

Vice President: Middle Years Program

- Represent the interests of the Middle Years Program in all HIBS meetings and activities
- Act as a contact person for information regarding the Middle Years Program

Vice President: Primary Years Program

- Represent the interests of the Primary Years Program in all HIBS meetings and activities
- Act as a contact person for information regarding the Primary Years Program

State Representative

- Non-voting, non-dues paying member of the executive board
- Act as a contact person for information regarding state policy

ARTICLE 7. COMMITTEE CHAIRPERSONS

There will be four standing committee chairs: Professional Development Director, Webmaster, University and College Director, and Director of Legislative Initiatives. The duties of each committee chair are as follows:

Professional Development Director

- Support IB professional development in Indiana for both staff and students and coordinate these activities along with the president and university and college director
- Coordinate, along with the president and university and college director, open communication between post-secondary institutions and HIBS

Webmaster

- Maintain the HIBS website subject to approval of the executive board

University and College Director

- Act as the liaison between HIBS and the Indiana Legislation and the Indiana Department of Education in order to promote IB funding and recognition for the IB schools in Indiana

Director of Legislative Initiatives

- Coordinate efforts with the Indiana Department of Education and the legislature of the State of Indiana to promote recognition of the IB Programs and create scholarships for IB Schools

Education Experience Liaison

- Coordinate educational experiences and networking opportunities for Indiana IB students
- Assist in developing educational experiences across all sections and groupings in the PYP, MYP, and DP programs

Ad hoc committees for specific purposes and tasks will be struck as needed by the executive board/membership during a general meeting.

ARTICLE 8. MEETINGS OF THE MEMBERSHIP

Section 1. There shall be two Bi-Annual General Meetings (BAGM) of HIBS members. One will take place during the fall and the second will take place in the spring of each year. The executive board will decide the time and place for these meetings and be responsible for notifying all memberships. Every general meeting, other than the BAGM, is an additional meeting which will be called by the executive board in consultation with the members as they see necessary.

- The fall BAGM will take place on the last Monday in the month of September of each year.
- The spring BAGM will take place on the last Monday in the month of February of each year.

Section 2. The executive board shall meet at least once prior to the BAGM. Additional meetings may be called as necessary by the executive board president.

ARTICLE 9. ELECTIONS

Section 1. The election of the executive board shall take place at the Fall Bi-Annual General Meeting. The term of service for elected officers shall be two (2) years. A member may be re-elected for one additional consecutive two-year term.

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

Section 3. The executive board may appoint a member to fill a vacancy on the executive board. A member so appointed holds office only until the conclusion of the current term but is eligible for election at the next fall Bi-Annual General Meeting.

ARTICLE 10. 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 11. AMENDING FORMULA

This constitution may be amended by a vote of two-thirds of the members present at the Annual General Meeting provided that a notice of motion has been given to the executive board, 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 BAGM.

ARTICLE 12. RATIFICATION

This constitution was ratified and took effect on December 4, 2008 at the first official meeting of the HIBS association.

*This document was updated and changes were approved by the HIBS Membership on February 9, 2009.