

# **AZIBS CONSTITUTION**

## **(Arizona International Baccalaureate Schools)**

Initial Ratification: 9/17/2008

Amended: 2019



### **Article 1: Name and Authority**

- **Section 1:** The name shall be **Arizona International Baccalaureate Schools (AZIBS)**
- **Section 2:** The organization shall operate under “Non-Profit” status for Arizona, Statutes.
- **Section 3:** The term ‘IB’ shall include all 3 recognized IB Programs: Primary Years Program (PYP); Middle Years Program (MYP) and Diploma Program (DP) unless a specific program is identified.

### **Article 2: Purpose and Objectives**

- **Section 1: Mission**

The mission of the Arizona International Baccalaureate Schools (AZIBS) is the general improvement, support, promotion, and recognition of established and developing International Baccalaureate Primary Years, Middle Years, Diploma and the IB Career-Related Certificate Programs.
- **Section 2: Aims/Goals**
  1. Support the role of the IB Coordinator
  2. Facilitate continuing program development, curriculum improvement, and curriculum implementation.
  3. Provide a network for collaboration among professional staff of IB Programs.
  4. Serve as a clearinghouse for ideas and materials relating to IB curriculum
  5. Provide publicity of IB Programs within the region
  6. Support programs that encourage interaction between IB students from the region
  7. Provide support for developing IB Programs within the region
  8. Foster recognition and understanding of the IB by North American Universities and Colleges
  9. Act as liaison between IB and state boards of education within the region
  10. Promote support of IB Programs and IB students from state, local, public and private agencies.
  11. Provide education about IB Programs for schools, districts, universities, and state agencies.
  12. Serve as a collective voice and liaison with IB.
  13. Recognize student achievement and teaching excellence within the region.

## Article 3: Membership

- **Section 1: Levels of Membership**

**Active Membership** is open to all coordinators of dues paying, IB authorized schools-PYP, MYP, and DP. \* See Section 4 below for “Sunset Clause” exception. (Amended at AZIBS general session 1/19/2010)

**Prospective Membership** is open to representatives of all schools that are in the process of pursuing IB authorization and/or affiliation. Prospective members may attend general meetings but are non-voting members.

**Associate Membership** is open to education agencies or organizations interested in becoming affiliated with IB but have not submitted a letter of intent to apply to IBNA. These individuals may attend general meeting but are non-voting, non-dues paying members.

**Emeritus Membership** is open to individuals who are retired coordinators, heads-of-schools, or teachers who wish to continue their support and involvement in AZIBS activities. These individuals may attend general meeting but are non-voting, non-dues paying members.

- **Section 2: Membership/Fiscal Year**

Membership and fiscal year shall be July 1 – June 30.

- **Section 3: Voting**

Voting shall be limited to dues paying members only, with one vote per authorized IB school. Partnership schools have one vote. A school is defined as one with an IB school code. (Amended at AZIBS general session 1/19/2010)

- **Section 4: Voting (Temporary “Sunset Clause” exception)**

For the 2009-2010, 2010-2011, and 2011-2012 school years, MYP and PYP schools will be considered active members if they have attained Candidate status (Consistent with Application “B” approval). Beginning with the 2012-2013 school year, voting status requirements will return to those outlined in Article 3, Section 3. (Amended at AZIBS general session 1/19/2010). (Amended at AZIBS general session 1/19/2010).

## Article 4: Dues

- **Section 1.** The AzIBS members, upon recommendation of the Board of Directors, shall determine annual dues for membership.

- **Section 2.** Each district, charter or private organization having one or more authorized school(s) shall pay annual dues. (Amended at AZIBS general session 1/19/2010). (Amended at AZIBS general session 1/19/2010)

- **Section 3.** The dues shall be collected and remitted in a manner, which is approved by the Board of Directors.
- **Section 4.** Beginning with the 2010-2011 school year and thereafter, minimum annual dues of \$100 shall be paid by each authorized school. Dues shall be paid by October 1<sup>st</sup> of each school year. Schools may pay more than the minimum due, if they desire. (Amended at AZIBS general session 1/19/2010). Annual dues may be adjusted at the discretion of the board.

## Article 5: Officers

- **Section 1:** Elected officers shall be **Chair, Co-Chair, DP Program Representative, MYP Program Representative, PYP Program, Career-related Program Representative, Treasurer and Immediate Past Chair (if available).**
- **Section 2: Duties of Officers**
  - 2.1 Chair** shall preside over meetings of AZIBS and Executive Committee. The Chair shall be responsible for such duties as may be usual and customary to this position. Other duties may be assigned the Chair by the membership or Executive Committee.
  - 2.2** In the absence of the Chair, the **Co-Chair** shall exercise all the duties and functions of the Chair. The Co-Chair will also assist the Chair and keep all records and minutes of meetings of AZIBS and Executive Committee, attend to the correspondence, serve as a member of the Executive Committee, and perform such other duties as pertain to this office.
  - 2.3** It shall be the duty of the **Program Representatives** to sit on the Executive Committee representing the needs/views of their respective program, to Level Breakout meetings 4 times a year, and to be responsible for getting notes from those meetings to the Co-Chair to be included in the minutes.
  - 2.4** It shall be the duty of the **Treasurer** to sit on the Executive Committee representing the needs/views of their respective position and be responsible for financial policy, records and reporting.
  - 2.5** The **Immediate Past Chair** shall provide continuity of the office by serving as an active officer for AZIBS and the Executive Committee.
- **Section 3: Term of Office**
  - 3.1** The term of office shall be two years from July 1 through June 30 of the second year.

**3.2** If a seat is vacated before the end of a term, a new officer may be appointed by the Executive Committee to fulfill the duties of the vacated office for the remainder of the term.

- **Section 4: Election of Officers**

**4.1** Only those members who have been a coordinator or head of program for a minimum of three years are eligible to run for office.

**4.2** Elections for the following term will occur at the spring meeting by ballot of the general membership.

- **Section 5: Non-Elected of Officers**

**5.1** The **Immediate Past Chair** shall have the opportunity to provide continuity of the office by serving as an active officer for AZIBS and the Executive Committee upon leaving the office of the Chair. In the event the most current past-chair is unavailable or declines, then the board may contact former past chairs to fill this position.

**5.2** It shall be the duty of the **Treasurer** to sit on the Executive Committee representing the needs/views of their respective position and be responsible for financial policy, records and reporting. The treasure will be appointed annually by the board and will receive a stipend set by the board.

## **Article 6: Executive Committee**

- **Section 1:** The Executive Committee will be made up of the two elected officers, the appointed treasurer, and three program representatives voted on by the general body.
- **Section 2:** Policy implementation, setting of dues, and expenditures of AZIBS shall be invested in the Executive Committee.
- **Section 3:** Executive Committee will meet a minimum of two times per year.
- **Section 4:** A Quorum of four members is required for action of the Executive Committee.

## **Article 7: Meetings**

- **Section 1:** General membership will meet a minimum of four times a year including the spring business/election of officer meeting.
- **Section 2:** A quorum for such meetings shall be those present, provided proper announcement of meeting time and place has been circulated. The affirmative vote of the majority of members with voting rights present and entitled to vote, is the act of the members.

## **Article 8: Committees**

- Committees shall be appointed as necessary by the Chair or Co-Chair.

## **Article 9: By-Laws and Amendment Procedures**

- **Section 1:** Amendments to this constitution may be proposed by filing a copy of the proposed amendment with the Chair at least thirty(30) days prior to the first annual meeting of the membership.
- **Section 2:** The Chair shall circulate the proposed amendment among active members at least fifteen (15) days prior to the first annual meeting of the membership.
- **Section 3:** A two-thirds vote of the membership present is required to effectuate an amendment to this constitution.

## **Article 10: Rules of Order**

- Robert's Rules of Order shall be the governing authority

## **Article 11: Assets/Fiscal Responsibilities/Liquidation**

- No part of the net income, revenue, or grants of the AZIBS shall accrue to the benefit of any member, officer, or private individual except in payment for requested services rendered in connection with AZIBS objectives and activities. In the event of dissolution or liquidation, the assets of AZIBS, after payment of debts and obligations, shall be transferred to an organization with federal tax exemption for charitable and educational purposes similar to those of AZIBS, which exempt organization shall be designated by the Executive Committee of AZIBS.