



# IB ARMS CONSTITUTION AND BY-LAWS

(IB Association of Rocky Mountain Schools)

(Latest revisions approved by membership September 2010.)

## Article 1: Name and Authority

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

## Article 2: Purpose and Objectives

- **Section 1: Mission**  
The purpose of the organization IB-ARMS is the general improvement, support, and recognition of established and developing International Baccalaureate Programs in the Rocky Mountain region.
- **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 and achievements of IB students 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 ~~of~~ IB Programs for schools, districts, universities, and state agencies.
  12. Serve as a collective voice and liaison with IB.

## Article 3: Membership

- **Section 1: Levels of Membership**  
**Active Membership** is open to all coordinators and administrators of IB authorized programs- PYP, MYP, and DIP.  
**Prospective Membership** is open to representatives of all schools that are in the process of pursuing IB authorization and/or affiliation

**Associate Membership** is open to education agencies or organizations with interests in IB-ARMS activities

**Emeritus Membership** is open to individuals who are retired coordinators, heads-of-schools, or teachers who wish to continue their support and involvement in IB-ARMS activities. These individuals are 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 reserved for active members only with one vote per authorized IB program with partnership schools designating one voter. A program is defined as one IB school code.

Therefore, it is possible for a number of schools to be members of IB ARMS with only one vote between them all.

- **Section 4: Dues**

Dues will be set by the Executive Committee and paid by each membership program on or before the first meeting of the school year. ~~school by September 30 of each year.~~

#### Article 4: Officers

- **Section 1:** Elected officers shall be **President, President Elect, Secretary, Treasurer, DP Program Representative, MYP Program Representative, PYP Program Representative, and Immediate Past President**

- **Section 2: Duties of Officers**

**2.1 President** shall preside over meetings of ARMS and Executive Committee. The President shall be responsible for such duties as may be usual and customary to this position. Other duties may be assigned the president by the membership or Executive Committee.

**2.2** In the absence of the president, the **President Elect** shall exercise all the duties and functions of the President. The President Elect will also assist the President as needed and assigned by the President. The President Elect will also serve as a member of the Executive Committee.

**2.3** It shall be the duty of the **Secretary** to keep all records and minutes of meetings of ARMS and Executive Committee, to attend to the correspondence, serve as a member of the Executive Committee, and perform such other duties as pertain to this office.

**2.4** It shall be the duty of the **Treasurer** to collect dues, pay all bills approved by the Executive Committee, oversee all funds belonging to ARMS, and serve as a member of the Executive Committee.

**2.5** It shall be the duty of the **Program Representatives** to sit on the Executive Board representing the needs/views of their respective program, to facilitate the Level Breakout meetings 4 times a year, and to be responsible for getting notes from those meetings to the secretary to be included in the minutes.

**2.6** The **Immediate Past President** shall provide continuity of the officers by serving as an active officer for ARMS and the Executive Committee.

**2.7** If unable to fulfill duties, the Board may replace a member.

### Section 3: Term of Office

- **Section 1:** The term of office of the President shall be ~~two years~~ ~~one year~~ two years from July 1 through June 30 ~~of the second year~~ of the second year. This member shall commit to being President-Elect the year prior to becoming president and serve as Past-President the year after presidency.
- **Section 2:** Secretary and Treasurer shall have staggered two-year terms.
- **Section 3:** There shall be no term limits for any office except President. The President may run for office again.
- **Section 2 4:** 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

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

### Article 5: Executive Committee

- **Section 1:** Executive Committee will be made up of the five elected officers and three program representatives voted on by general body.
- **Section 2:** Policy implementation, setting of dues, and expenditures of IB-ARMS 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 five members is required for action of the Executive Committee

### Article 6: Meetings

- **Section 1:** General membership will meet a minimum of twice 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.
- **See attached Amendment #1 Meeting Format Changes voted into the bylaws in February of 2006.**

### Article 7: Committees

Committees shall be appointed as necessary by the President.

### Article 8: By-Laws and Amendment Procedures

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

### Article 9: Rules of Order

Robert's Rules of Order shall be the governing authority

**Article 10: Assets/Fiscal Responsibilities/Liquidation**

No part of the net income, revenue, or grants of the IB ARMS shall accrue to the benefit of any member, officer, or private individual except in payment for requested services rendered in connection with IB ARMS objectives and activities. In the event of dissolution or liquidation, the assets of IB ARMS, 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 IB ARMS, which exempt organization shall be designated by the Executive Committee of IB ARMS.

**Yellow Highlight** = 2008 – 2009 amendments

**Blue Highlight** = 2009 – 2010 amendments

**Green Highlight** = proposed 2010 – 2011 amendments



## Amendment #1 Meeting Format Changes

# IB ARMS General Meeting Dates and Function Beginning Fall of 2006

The IB ARMS General Meeting dates and function proposal was approved by individual member school ballot with 19 schools voting for approval and 4 schools voting against. **The proposal passed.**

*(This document includes the two amendments approved by the general session of IB ARMS February 17, 2006. These amendments are inserted in **BOLD** in the appropriate sections.)*

1. Membership and Fiscal year shall be from July 1 to June 30.
2. Meetings will be held quarterly – August, November, February, and April
  - Two meetings will stay as they have in the past. The November and February meetings will continue as a single day / lunch meeting similar to the manner that IB ARMS has structured meetings for the past six years.**
  - Two meetings will be restructured. The Fall and Spring general meetings** will span 2 days and consist of a series of meetings. The days could either be a Thursday/Friday combination or a Friday/Saturday combination.

**These two** quarterly meetings would provide for the Executive Board, the Conference Committee, Plenary speakers, Level Breakouts, and Subject Sessions with host presenters for a schedule of series of “roundtable” meetings which would focus not only on best practices sharing but also on specific input on topical issues cogent to each discipline.

The structure would be as follows:

  - Day One a.m. - Executive Board meets to chart the sub-regional organization’s course and make decisions on expenditures and operational procedures. A presentation by the Conference Director will also be a part of the agenda.
  - Day One p.m. – Conference Committee meets to arrange sessions, presenters, decide on directions for plenaries and review venues
  - Day One evening – Banquet and plenary for all participants of the next day’s subject sessions
  - Day Two a.m. – Session One: Level meetings of DP, MYP, and PYP will be held
  - Day Two a.m. – Session Two: Subject sessions.
  - Day Two – Lunch
  - Day Two p.m. – Session Three: Subject sessions continue.
3. The **two day** meetings could be held at hotels, area school buildings, or a combination of the two options. The location could be altered around the sub-regional area to allow some variety and ease of travel for various schools.
4. Locations could be arranged yearly or on a long-term basis for better rates.
5. **The IB ARMS Conference Director and the IB ARMS Executive Board are responsible for the planning of the quarterly meetings. A maximum of \$20,000 is allocated yearly to be used by the Conference Director and the Executive Board for clerical, planning, implementation, and administrative needs for the additional work that this expanded structure will require.**