



# **IBARMS CONSTITUTION AND BY-LAWS**

## **[IB ASSOCIATION OF ROCKY MOUNTAIN SCHOOLS]**

*Revisions September, 2013*

### **Article I. Name and Authority**

**Section 1.** The name shall be **Rocky Mountain Association of IB World Schools (IBARMS)**.

**Section 2.** The organization shall operate under “Non-Profit” status for Colorado, Statutes.

**Section 3.** The term ‘IB’ shall include all programs recognized by the International Baccalaureate.

### **Article II. Purpose and Objectives**

#### **Section 1. Vision**

IBARMS will be an exemplar among International Baccalaureate regional associations across the globe in providing consistent, reliable, affordable educational services and solutions for students, educators, members, communities, schools, universities, and government agencies.

#### **Section 2. Mission**

The purpose of the organization IBARMS is the general improvement, support, and recognition of established and developing International Baccalaureate Programs in the Rocky Mountain region.

#### **Section 3. Aims and 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 IB Programs for schools, districts, universities, and state agencies.
- [12] Serve as a collective voice and liaison with IB.

## Article III. Membership

### Section 1. Levels of Membership

- [1] **Active Membership** is open to all coordinators and administrators of IB authorized programs, with partnerships designated as one program.
- [2] **Prospective Membership** is open to representatives of all schools that are in the process of pursuing IB authorization and/or affiliation.
- [3] **Associate Membership** is open to education agencies or organizations with interests in IBARMS activities.
- [4] **Emeritus Membership** is open to individuals who are retired coordinators, heads-of-schools, or teachers who wish to continue their support and involvement in IBARMS activities. These individuals are non-dues paying members and rates for attending meetings will be at the active membership rate.

### 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. Therefore, it is possible for a number of schools to be members of IBARMS 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.

## Article IV. Officers

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

### Section 2. Duties of Officers

- [1] **President** shall preside over meetings of IBARMS and Executive Committee. The President shall be responsible for such duties as may be usual and customary to this position as determined by the Executive Committee and published in its current job descriptions.
- [2] In the absence of the president, the **President Elect (or Past President in years there is no President Elect)** shall exercise all the duties and functions of the President. The President Elect will serve as a member of the Executive Committee, and shall be responsible for such duties as may be usual and customary to this position as determined by the Executive Committee and published in its current job descriptions.
- [3] It shall be the duty of the **Secretary** to keep all records and minutes of meetings of IBARMS and Executive Committee, to serve as a member of the Executive Committee, and shall be responsible for such duties as may be usual and customary to this position as determined by the Executive Committee and published in its current job descriptions.
- [4] It shall be the duty of the **Treasurer** to oversee all funds belonging to IBARMS, serve as a member of the Executive Committee, and shall be responsible for such duties as may be

usual and customary to this position as determined by the Executive Committee and published in its current job descriptions.

- [5] It shall be the duty of the **Program Representatives** to serve as a member of the Executive Committee representing the needs/views of their respective program, to facilitate the Level Breakout meetings, and shall be responsible for such duties as may be usual and customary to this position as determined by the Executive Committee and published in its current job descriptions.
- [6] The **Immediate Past President** shall provide continuity of the officers by serving as an active officer for IBARMS and the Executive Committee.
- [7] If unable to fulfill duties, the Executive Committee may replace a member.

### **Section 3. Term of Office**

- [1] The term of office of the President shall be two years from July 1 through June 30 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.
- [2] Secretary and Treasurer shall have staggered two-year terms, with the secretary elected in even years and the treasurer elected in odd years.
- [3] Program Representatives shall serve a one year term, renewable if they wish to remain in the office and no other member wishes to run for the position.
- [4] There shall be no term limits for any office except President. However, if after serving two years as President and a year as Past-President, that person may run for office again as a President Elect and complete another cycle of Presidential positions.
- [5] 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. Qualifications and Election of Officers**

- [1] A candidate running for office must be an Active Membership coordinator or administrator, or have an Emeritus Membership, or have previously been an Active Member who is currently a coordinator or administrator at a Prospective Membership school. Associate Members are not eligible to run for office.
- [2] Elections for the following term will occur at the spring meeting by ballot of the general membership.

## **Article V. Executive Committee**

**Section 1.** Executive Committee will be made up of the five elected officers voted on by the general body, and three program representatives voted on by their respective DP, MYP or PYP section members.

**Section 2.** Policy implementation, setting of dues, and expenditures of IBARMS 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 VI. 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.

## **Article VII. Committees**

**Section 1.** Committees shall be appointed as necessary by the President.

## **Article VIII. 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 IX. Rules of Order**

**Section 1.** Robert's Rules of Order shall be the governing authority.

## **Article X. Assets/Fiscal Responsibilities/Liquidation**

**Section 1.** No part of the net income, revenue, or grants of the IBARMS shall accrue to the benefit of any member, officer, or private individual except in payment for requested services rendered in connection with IBARMS objectives and activities. In the event of dissolution or liquidation, the assets of IBARMS, 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 IBARMS, which exempt organization shall be designated by the Executive Committee of IBARMS.