

# Constitution and Bylaws of the Nevada Association of International Baccalaureate World Schools

## ARTICLE 1: NAME AND AUTHORITY

**Section 1:** The name of this organization shall be Nevada Association of IB World Schools (NAIBWS).

**Section 2:** The terms "International Baccalaureate" or "IB" shall include all four recognized IB programs: Primary Years Programme (PYP), Middle Years Programme (MYP), Diploma Programme (DP) and Career Programme (CP).

## ARTICLE II: PURPOSE AND OBJECTIVES

**Section 1:** The purpose of the Nevada Association of IB World Schools (NAIBWS) shall be to pursue the greatest possible educational benefits for the students enrolled in the International Baccalaureate programs in the state of Nevada, USA.

**Section 2:** The following objectives of NAIBWS are designed to achieve the purpose given in Section 1 of this article:

- A. To support the role of the Head of School.
- B. To support the role of the IB Coordinator.
- C. To facilitate continuing program development, curriculum improvement and curriculum implementation.
- D. To provide a network for collaboration among professional staff of IB programs, and to collaborate with other local IB task groups thus ensuring communication is shared across all entities within and beyond school districts within the state of Nevada .
- E. To serve as a clearinghouse for ideas and materials relating to IB programs.
- F. To provide publicity of IB programs and achievements of IB students within the region.
- G. To provide support for developing IB programs within the region.
- H. To act as a liaison between the IB and the members, state board of education and state legislature within the region.
- I. To serve as a collective voice and liaison with the IB.
- J. To partner with IB Americas to facilitate and deliver IB training and workshops for schools, districts, universities and state agencies.
- K. To facilitate professional, student and public discussions of all programs of the IB.
- L. To pool resources, ideas and influence to secure the best possible advantages for member schools and their students.
- M. To foster recognition and university acceptance of the work of students enrolled in IB

Programs

- N. To work with local and state education entities to promote special recognition of IB DP/CP graduates.
- O. To track the progress of students who began in the PYP and then graduated with a DP/CP diploma.
- P. To foster and develop an IB Alumni Association.

### ARTICLE III: MEMBERSHIP

**Section 1:** Membership in NAIBWS is open to public, charter, private, and parochial schools that have a bona fide "candidate" or "authorized" status in the IB.

**Section 2:** Auxiliary, non-voting membership may be conferred upon individuals and institutions friendly to the organization.

**Section 3:** Voting shall be reserved for two active members per school with one being either a coordinator or teacher.

**Section 4:** Honorary membership may be conferred upon individuals and institutions determined by the Executive Board to be supportive to the organization. Honorary Members of NAIBWS may attend all NAIBWS meetings and events, but will not pay dues and are not eligible to vote.

### ARTICLE IV: 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.

**Section 3:** There shall be no dues or voting privileges for honorary memberships.

### ARTICLE V: ELECTIONS

**Section 1:** The election of the Executive Board shall take place at the Annual General Meeting. The term of service for the past president, President, Vice-President, Treasurer, and

Secretary shall be two years. The term of service shall be one year for the Primary Years Programme Liaison, Middle Years Programme Liaison, Diploma Programme Liaison, and Career Programme Liaison. A member may be re-elected for one additional consecutive term.

**Section 2:** Nominations for elected positions may be made by individuals wishing to run for that office, or by members that wish to nominate individuals for that office. Once nominated, the individual shall have the opportunity to accept or deny the nomination.

**Section 3:** An election may be by acclamation; otherwise it shall be secret ballot.

**Section 4:** 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, and is eligible for election at the next Annual General Meeting.

#### **ARTICLE VI: SIGNING AUTHORITY**

**Section 1:** Signing authority for NAIBWS will rest with the President, the Treasurer, and the Vice-President. Two signatures, out of the three, will be required to authorize withdrawals.

#### **ARTICLE VII: OFFICERS/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 IB. This includes both fully authorized schools and candidate schools. The Executive Board must include a liaison from each of the programmes offered in the state of Nevada. 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 NAIBWS, 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 a NAIBWS 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
- Diploma Programme Liaison
- Career Programme Liaison
- Middle Years Programme Liaison
- Primary Years Programme Liaison

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 one meeting of the Executive Board and one meeting 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 & College Director.
- Shall be one of the signing authorities of NAIBWS.

***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.

***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 NAIBWS.

***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 of the Executive Board to be ratified by the membership at the Annual General meeting.
- Shall be one of the signing authorities of NAIBWS.

### ***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 NAIBWS website.

### ***Diploma Programme Liaison***

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

### ***Career Programme Liaison***

- Represent the interests of the Career Programme in all NAIBWS meetings and activities
- Act as a contact person for information regarding the Diploma Programme

### ***Middle Years Programme Liaison***

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

### ***Primary Years Programme Liaison***

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

## **ARTICLE VIII: COMMITTEE CHAIRPERSONS**

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

### ***Professional Development Director***

- Support IB professional development in Nevada for both staff and students and coordinate these activities along with the President and University & College of Education Deans.
- Coordinate, along with the President and University & College Director, open communication between post-secondary institutions and NAIBWS.

### ***Marketing/Outreach Director***

- Provide material for the NAIBWS website subject to approval of the Executive Board.
- Coordinate information between all entities responsible for IB within and beyond school systems (ie. IB Advisory Board, IB articulation, central office, magnet offices, and NAIBWS)
- Work with school systems to effectively market and inform the general public about IB.

***University & College Director***

- Act as the liaison between NAIBWS and the Nevada Legislature and the Nevada Department of Education in order to promote IB funding and recognition for the IB schools in Nevada.

***Director of Legislative Initiatives***

- Coordinate efforts with the Nevada Department of Education and the legislature of the State of Nevada to promote recognition of the IB Diploma and create scholarships for IB Diploma recipients.

Ad hoc committees for specific purposes and tasks will be struck as needed by the Executive Board/Membership during a general meeting.

**ARTICLE IX: MEETINGS**

**Section 1:** Regular meetings of the NAIBWS membership shall be held at least once a year with the place and time to be determined by the Executive Board.

**Section 2:** The Executive Board shall meet at least once a year. Executive Board meetings may be held via a conference call or held virtually.

**Section 3:** Notice of meetings, their location, and the agenda shall be communicated to membership at least 30 days in advance. Suggested agenda items may be sent to the President.

**ARTICLE X: AMENDMENTS**

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 AGM.

**ARTICLE XI: RULES OF ORDER**

**Section 1:** "Roberts Rules of Order, revised" shall be the governing authority.

**ARTICLE XII: BY-LAWS**

**Section 1:** The Executive Board may provide such by-laws for the conduct of its business and the carrying out of its purposes, as it may deem necessary.

**Section 2:** Proposals for additional by-laws or changes to by-laws shall be submitted to the President at least thirty days prior to the meeting at which the proposal will be considered. The President shall circulate the proposed additions or changes among

active members at least fifteen days prior to the meeting at which the proposal will be considered.

**Section 3:** The by-laws may be amended by a majority vote of the membership at any regular or special meeting called for that purpose.

### **ARTICLE XIII: ASSETS AND DISSOLUTION**

**Section 1:** No part of the net income, revenue or grants of NAIBWS shall accrue to the benefit of any member, officer or private individual except in payment for requested services rendered in connection with NAIBWS objectives and activities.

**Section 2:** NAIBWS assumes no financial/legal responsibility for the actions of expenditures of any individual, member institution, delegate or Executive Board member that has not been previously approved by the Executive Board.

**Section 3:** Upon three-fourths majority vote of the membership, NAIBWS shall be dissolved , and its assets distributed equally to the members schools according to the direction of the Executive Board as its last act.