

**CONSTITUTION
OF
THE OHIO LEAGUE OF
INTERNATIONAL BACCALAUREATE SCHOOLS
(OLIBS)**

Revised Version (Approved on February 19, 2008)

ARTICLE 1. NAME

The organization shall be known as The Ohio League of International Baccalaureate Schools (OLIBS).

ARTICLE 2. OBJECTIVES OF THE ORGANIZATION

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 Ohio. These include any school that offers the Primary Years Programme (PYP), the Middle Years Programme (MYP), or the Diploma Programme (DP).
3. To facilitate communication among IB schools in Ohio.
4. To provide a liaison with the Ohio Department of Education.
5. To provide a liaison with post-secondary institutions.
6. To promote special recognition of the IB Diploma by the Ohio Department of Education and by the universities.
7. To provide a liaison with other International Baccalaureate sub-regional groups.
8. To support professional development among IB schools in Ohio.
9. To promote and sponsor IB staff and student activities.
10. To promote research into the benefits of the IB programme and IB examinations.
11. To act as a clearing house for information concerning, and support of, new IB schools as well as continuing IB schools.
12. To pursue grant writing and corporate funding when necessary for specific projects.
13. To partner with IBNA in terms of the delivery of introductory workshops.

ARTICLE 3. MEMBERSHIP

Section 1: Schools in Ohio 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 and International Baccalaureate North America, may become members of the Ohio League of IB Schools. 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. The school hosting an OLIBS meeting or program may invite as many delegates as they choose.

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

Section 3: Honorary membership may be conferred upon individuals and institutions determined by the Executive Board to be supportive to the organization.

Section 4: Schools offering IB programs shall be granted membership in good standing to OLIBS under the following conditions:

- i. Application to OLIBS.
- 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 5: Every member school shall uphold the constitution and shall be bound by its requirements.

Section 6: A school ceases to be a member of OLIBS

- a. By delivering notice of resignation in writing to the President of OLIBS;
- 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 7: 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 8: 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 OLIBS.

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.

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

ARTICLE 5. SIGNING AUTHORITY

Signing authority for OLIBS 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 IBNA.

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 OLIBS, 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 OLIBS 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
- 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 OLIBS.

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 OLIBS.

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 OLIBS.

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 OLIBS website.

Diploma Programme Liaison

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

ARTICLE 7. COMMITTEE CHAIRPERSONS

There will be four standing committee chairs: Professional Development Director, Webmaster, 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 Ohio for both staff and students and coordinate these activities along with the President and University & College Director.
- Coordinate, along with the President and University & College Director, open communication between post-secondary institutions and OLIBS.

Webmaster

- Maintain the OLIBS website subject to approval of the Executive Board.

University & College Director

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

Director of Legislative Initiatives

- Coordinate efforts with the Ohio Department of Education and the legislature of the State of Ohio 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 8. MEETINGS OF THE MEMBERSHIP

Section 1. There shall be one Annual General Meeting (AGM) of OLIBS members designated at a time and place determined by the Executive Board. Every general meeting, other than the AGM, is an extraordinary meeting. These will be determined by the Executive Board in consultation with the members.

Section 2. The Executive Board shall meet at least once yearly. Additional meetings may be called as necessary.

ARTICLE 9. ELECTIONS

Section 1. The election of the Executive Board shall take place at the 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 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 AGM.

ARTICLE 12. RATIFICATION

This constitution was ratified and took effect on January 18, 2005.