

**CONSTITUTION AND BY-LAWS**  
**of the**  
**Mid-Atlantic Association of**  
**IB World Schools (IBMA)**

**ARTICLE I. NAME AND AUTHORITY**

Section 1. The name of this organization shall be recognized as the Mid-Atlantic Association of IB World Schools (IBMA) and,

Section 2. This organization shall operate under the recognition of the governing bodies of the respective states and shall be governed by the broad dictates set forth in the Corporations Not For Profit section of the statutes of the respective states.

**ARTICLE II. PURPOSES AND OBJECTIVES**

Section 1. The purpose of IBMA shall be to exclusively support the general improvement of education for K-12 students enrolled in established International Baccalaureate Organization (IBO) Programmes including Primary Years (PYP), Middle Years (MYP), and Diploma (DP) Programmes in the Mid-Atlantic region. The organization is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501 @ (3) of the Internal Revenue Code.

Section 2. The following objectives of the IBMA Organization are designed to achieve the purpose given in Section 1 of this article.

- a. To ensure a continuity and commitment to the standards of performance espoused by the International Baccalaureate Organization;
- b. To facilitate quality program development, curriculum improvement and effective implementation of all components of the International Baccalaureate through a cooperative exchange;
- c. To facilitate and sponsor professional networking for participants in IBO programs, including PYP, MYP and DP's;
- d. To serve as a centralized communication clearinghouse for all member schools for general policy, concerns, needs and ideas;
- e. To foster recognition and university acceptance of the work of students enrolled in International Baccalaureate Programmes; and
- f. To establish a cohesive voice in legislative interactions relevant to the promotion of the support of International Baccalaureate schools and their populations.

**ARTICLE III. MEMBERSHIP**

Section 1. Membership in IBMA shall be open on an institutional basis to any public, private or parochial school that holds affiliate or participation status in the IBO.

- Section 2. Active, dues paying member institutions shall hold equal status and voting rights of one voting delegate per school as identified by each school.
- Section 3. Auxiliary, non-voting membership may be conferred upon individuals and institutions friendly to the organization as agreed upon by the elected officers.

#### **ARTICLE IV. DUES**

- Section 1. Annual dues for member institutions shall be paid by each institution at a rate set by the membership based on the recommendation of the elected officers.
- Section 2. The dues shall be collected and remitted in a manner approved by the elected officers.
- Section 3. There shall be no dues for individual or institutional auxiliary membership.
- Section 4. No portion of IBMA income is to be used by private individuals for their personal benefit.

#### **ARTICLE V. OFFICERS**

- Section 1. Elected officers of IBMA shall be President, President-elect, Vice-President for the Diploma Programme, Vice-President for the Middle Years Programme, Vice-President for the Primary Years Programme, Secretary, Treasurer, and two members-at-large, all of whom, with the exception of the President shall be elected annually by the membership during the final meeting of the fiscal year. The President will be elected every two years.
- Section 2. A vacancy among any of the elected offices shall be filled by an appointee of the remaining elected officers until the next regular election.
- Section 3. Elected officers must be from different member institutions or be retired, experienced IB coordinators approved by the membership to fill the position with a stipend.
- Section 4. The President's term of office is two years and shall not exceed four consecutive years.
- Section 5. The President-elect shall become President when the President steps down.
- Section 6. The elected officers shall constitute the Executive Board.
- Section 7. The Past President shall serve as a non-voting member of the Executive Board.
- Section 8. Committee chairpersons shall be appointed by the President and may be invited to participate in Executive Board meetings.

#### **ARTICLE VI. DUTIES OF ELECTED OFFICERS**

- Section 1. The President of IBMA has two responsibilities. First, the President must divide the responsibility of organization among fellow officers and members (delegation). Second, the President must accept ultimate responsibility for the organization's structure and for the entire organization's operation.

##### **Objectives of the President**

- a. Lead the organization to achieve its goals for the year.

- b. Preside effectively at organization and board meetings.
- c. Represent the organization in related IB events and meetings.
- d. Communicate organization, district and international goals, and programs to the organization members.
- e. Resolve conflicts within the organization.

#### General Duties

- a. Develop all meeting agendas.
- b. Serve as an ex officio member of all committees.
- c. Lead the organization in all local, district, and international projects.
- d. Attend all district and international meetings and/or conferences.
- e. Maintain communications with all levels.
- f. Plan the June meeting.

Section 2. The office of President-elect is designed to familiarize the office holder with the obligations and duties of the President. The President-elect's duty is to shadow the President in all organization functions and take on any assignments delegated to the President-elect. In addition, the President-elect should plan with the Members-at-Large for the four coordinator meetings.

Section 3. The Vice-President for the Diploma Programme, the Vice-President for the Middle Years Programme, and the Vice-President for the Primary Years Programme must be as knowledgeable about all organization activities as the President. This allows the Vice-Presidents to step into the office when the President is absent or unable to serve. In the absence of the President, the Vice-Presidents in the order listed in Article V. shall exercise all the duties and functions of the President.

The specific duties assigned to the Vice-Presidents of programmes are

- a. To be knowledgeable about the current functions and regulations of the specific programme.
- b. to work with the board and members of the programme to define and execute the goals of the organization's programme membership.
- c. to represent on the board the needs of the programme.
- d. to lead programme discussions in break-out sessions.
- e. to set up a schedule for the networking of members.
- f. to assign someone to take minutes of the programme meetings and networking sessions.
- g. to represent the organization in meetings and events that apply to the specific programme.

Section 4. It shall be the duty of the Secretary to

- a. Attend board and coordinator meetings.
- b. Maintain all organization records.
- c. Record and keep minutes of all organization and board meetings and provide copies to the board of directors.
- d. Handle all organization correspondence.
- e. Record member attendance records.
- f. Prepare addition and change of address information.
- g. Serve as an active member of the board of directors.
- l. Send thank you notes.

Section 5. It shall be the duty of the Treasurer to

- a. Attend board meetings.
- b. Keep the organization's financial records including books of account
- c. Maintain all membership records.
- d. Collect membership fees.
- e. Handle all financial transactions approved by the elected officers
- f. Organize all accounting and budgeting procedures for the coming year.
- g. Manage tax status.
- h. Render financial statements to the elected officers, members, and others when required.

Section 6. The Members-at-Large are responsible for

- a. Creating a schedule for the coordinator meetings
- b. Working with the program director to arrange for the programs at the coordinator meetings as they pertain to the goals set by the organization for the year.

Section 7. The President shall assign additional duties to the officers as they pertain to the business operations of IBMA and the responsibilities of the position.

## **ARTICLE VII. MEETINGS**

Section 1. Regular meetings of the IBMA membership shall be held at least twice a year at times and places determined by the membership.

Section 2. Additional meetings shall be held as determined by the membership.

Section 3. Written notice of the date, time, place, and proposed agenda items for all meetings must be communicated to all designated member contact persons no less than thirty (30) days prior to the meeting.

Section 4. Elected officers shall provide a written report at the IBMA meetings to all members.

## **ARTICLE VIII. QUORUM**

Section 1. A quorum for meetings shall be those delegates present, provided announcement circulation has complied with Article VII. Section 3.

## **ARTICLE IX. AMENDMENTS**

Section 1. Amendments to this constitution may be proposed by filing a copy of the proposed amendment with the President no less than forty-five (45) days prior to the meeting at which the proposal will be considered.

Section 2. The President shall cause the proposed amendments to be circulated among the entire IBMA membership no less than thirty (30) days prior to the meeting at which the proposal will be considered.

Section 3. A two-thirds vote of the member representatives present and voting shall be required to amend this constitution.

## **ARTICLE X. BY-LAWS**

- Section 1. Amendments to the by-laws of this constitution may be proposed by filing a copy of the proposed by-law with the President no less than forty-five (45) days prior to the meeting at which the proposal will be considered.
- Section 2. The President shall cause the proposed by-law to be circulated among the entire IBMA membership no less than thirty (30) days prior to the meeting at which the proposal will be considered.
- Section 3. A two-thirds vote of the member representatives present and voting shall be required to amend a by-law to this constitution.

## **ARTICLE XI. ASSETS OR LIQUIDATION**

- Section 1. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers or private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of the federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue, or corresponding section of any future federal tax code. In the event of dissolution or liquidation, the assets of IBMA, after payment of debts and obligations, assets shall be distributed for one or more exempt purposes within the meaning of section 501 @ (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Adopted on this 26<sup>th</sup> day of January 2001.

Amended and approved on this 1<sup>st</sup> day of March 2002.

Amended and approved on this 17<sup>th</sup> day of September 2002.

Carolyn, Henly, MARC President

Amended and approved on this 23<sup>rd</sup> day of September 2005.

Carol Kennedy-Dickens, MARC President.

Amended and approved on this 8<sup>th</sup> day of June, 2009

Linda Hutchinson, IBMA President

Amended and approved on this 4<sup>th</sup> day of February, 2011

Brian Bassett, IBMA President

**BY –LAWS  
of the  
Mid-Atlantic Association of  
IB World Schools (IBMA)**

**ARTICLE I. DUES & FEES**

- Section 1. Annual dues for institution membership shall be determined by the IBMA membership.
- Section 2. Annual dues for member schools shall be \$250.00 and due on October 1. Annual dues for member schools shall be \$275 for the 2011-2012 fiscal year and due on October 1, 2011. Annual dues shall be \$300 for the 2012-2013 fiscal year and due on October 1, 2012.
- Section 3. All member schools are entitled to all the benefits of membership.
- Section 4. Non dues-paying schools may be subject to fees for networking sessions, directories, and other services as provided by IBMA.

**ARTICLE II. FISCAL YEAR**

- Section 1. Membership in IBMA shall be from July 1 through June 30.

**ARTICLE III FUNDING FOR MEETINGS**

- Section 1. IBMA shall reimburse the host school not to exceed \$10.00 per capita to include coordinator meetings and network meetings.
- Section 2. Auxiliary members of IBMA as described in Article III, Section 3 shall be invoiced \$25.00 per person for participation in network meetings, but may attend coordinator meetings free of charge.

**ARTICLE IV. EXECUTIVE CONSULTANT**

- Section 1. The IBMA executive board shall hire an Executive Consultant to manage the business affairs of the organization.
- Section 2. The Executive Consultant shall attend Executive Board meetings that are held before the regular IB MA meeting and/or render reports as they pertain to his responsibilities.
- Section 3. The duties of the Executive Consultant shall include:
- a. Managing the membership process by soliciting new members from within the IBMA region, invoicing the membership each year, and maintaining an accurate database of DP, MYP, PYP, and Associate members.
  - b. Managing the logistics of coordinator and networking meetings to make sure that they are posted on the website.
  - c. Responding to correspondence related to IBMA inquiries.
  - d. Attending the IB Americas Regional Heads Meeting.
  - e. Assisting the treasurer with financial affairs such as developing a budget, completion of incorporation, and completion of internal revenue documents.
  - f. Maintaining a database of IBMA graduates.
  - g. Handling public relations on behalf of IBMA.

- h. Handling coordination of legislative affairs if the need occurs.
- i. To complete other duties as needed.

## **ARTICLE V. WEBSITE ADMINISTRATOR**

- Section 1. The IBMA Executive Board shall hire a Website Administrator to manage organization's website. The duties of the Website Administrator shall include:
- a. Communicate up-to-date membership list and contact information.
  - b. Communicate IBMA networking events and notes.
  - c. Communicate IBMA sponsored events.
  - d. Maintain compliance with the IB's Intellectual Property and Copyright Policy.
  - e. Work with the Treasure to ensure the Domain Registry and web space accounts are paid for and not in jeopardy of expiration.
- Section 2. Registration for domain names and web space shall be in the name of IB Mid-Atlantic. The domain name and website content shall be the intellectual property of IB Mid-Atlantic.

## **Article VI. Professional Development Specialist**

- Section 1. The IBMA executive board shall hire a Professional Development Specialist to manage the program support, academy, workshop offerings, and relationship with the IB Americas Global Centre concerning professional development and other matters that Executive Board determines appropriate.
- Section 2. The Professional Development Specialist shall attend Executive Board meetings and render reports as they pertain to his/her responsibilities.
- Section 3. The duties of the Professional Development Specialist shall include:
- a. Developing professional development vision for each year.
  - b. Working with Vice-Presidents and At-large members for program development at coordinator meetings.
  - c. Overseeing, organizing, planning, developing the IBMA annual Academy, IBMA Workshops with IB Americas Global Centre, and all other Professional development tasks as determined by the Executive Board.

Adopted on this 26<sup>th</sup> day of January 2001.  
Randi Reigel Riesbeck, MARC President

Adopted on this 25 day of September 2005.  
Carol Kennedy-Dickens, MARC President

Adopted on this 8<sup>th</sup> day of June, 2009  
Linda Hutchinson, IBMA President

Amended and approved on this 4<sup>th</sup> day of February, 2011  
Brian Bassett, IBMA President