



Constitution of the International Baccalaureate Schools in Egypt Country Association (IBSEA)

This Association has been formed with the aim of promoting and developing the International Baccalaureate and its mission in Egypt. The name of this organization shall be the IB Schools in Egypt Association, hereafter referred to as (IBSEA). This organization will use the name IB Schools in Egypt Association, or its acronym (IBSEA) in all publicity materials and correspondence. The officers of IBSEA shall make up the Executive Board of IBSEA, hereafter referred to as 'the Board'.

1. The Purpose of this Association

The purpose of this Association is to support and enable collaboration between IB World Schools in Egypt, bringing IB leaders and educators together in a spirit of local and global development, with a united mission to create a better world through education. By providing a forum for debate and consultation, member schools can share resources and training opportunities, while promoting the principles of an IB Education throughout the Egyptian community of the IB accredited schools.

2. Aims of the IBSEA Constitution

- i. To serve as the central association with IB endorsement in Egypt
- ii. To promote the International Baccalaureate Organization, its philosophy and curricula in Egypt
- iii. To initiate dialogue that aims to develop awareness, understanding and recognition of IBO Programmes with the Egyptian Ministry of Education

- iv. To explore possibilities for alignment between the IB Programmes with Egyptian and other system programmes (e.g. British, German, American, French) that are offered by a wide range of international schools in Egypt
- v. To actively seek, identify and facilitate professional development opportunities for IB educators in Egypt, with a particular focus on sourcing cost-effective PD opportunities that are accessible to all member schools
- vi. To support member schools in developing opportunities for IB students in Egypt to fulfil the core elements of the IBO mission, including the core elements of Creativity, Activity and Service and to encourage the spirit of international-mindedness.
- vii. To encourage and support the promotion of the IBO Learner Profile within and across IB World schools in Egypt
- viii. To seek and facilitate opportunities for IB World Schools in Egypt to share resources, skills, knowledge and expertise, with the fundamental aim of enabling more young people in Egypt to benefit from an IB education.
- ix. To liaise with other regional country associations on projects of common interest

3. Membership Rules

- i. Membership will be open to all schools and institutions of education within the Middle East who are authorised by the International Baccalaureate
- ii. An exception may be made to temporarily allow candidate schools to attend IBSEA events, meetings and workshops if endorsed by the IB regional team.
- iii. There will be an annual subscription payable by members.
- iv. Members are invited to all meetings and are encouraged to put forward candidates for Board elections as per the election calendar cycle
- v. In the case of multi-school organisation membership is paid on a per school basis with each school (independent or group) having the equivalent of one vote
- vii. As the association evolves, support membership may be open for businesses and agencies, IB professional development providers and exhibitors with a set annual subscription

4. Meeting Rules and procedures

- i. Country association meetings shall happen every three months or 3 times each Academic Year, one of which will be described as the Annual General Meeting (AGM)
- ii. A meeting may take place at the IBO Annual Regional Conference (where this takes place as a face to face conference) - this will be advertised in the Conference leaflet and member schools will be informed in advance
- iii. The Executive Committee will meet as often as is necessary to perform its responsibilities

5. The Executive Committee and Decision Making

- i. A majority of the Board shall constitute a quorum that is able to transact business
- ii. A majority of those voting shall constitute an affirmative vote of the Board
- iii. Decisions may be made only upon items listed on the agenda for the meetings and this must be previously circulated to EC members
- iv. The Chair of the EC will prepare the agenda and circulate it one week prior to the meeting itself
- v. No decisions may be made on items raised under 'Any Other Business', unless it is the consensus of the Board vote to proceed
- vi. The Executive Committee has the power to take procedural decisions between meetings

6. Election, Appointment and Removal of Officers

- i. The Executive Committee will consist of elected members and shall have the following officers: President, Vice-President, Secretary and Treasurer. Only one executive Committee member per school/group of schools may be elected.
- ii. The Executive may co-opt up to 4 representatives from other recognised IBO groups, as well as Principals who have been invited to sit on relevant councils. Such officers would be non-voting members.
- iii. The duties of EC officers shall be;
 - to represent the IBO in Egypt
 - to represent IBSEA with the IBO
 - to prepare and present a report for the IBSEA meetings
 - to chair the AGM, general meetings and the meetings of the Executive Committee

-to prepare an agenda for each meeting in cooperation with other Executive Committee members

iv. At the outset of the organisation, Officers should remain in position for three years before the positions terminate and become due for election. Officers may run for election indefinitely, with no time limit of length of office. After this initial period, elections must take place at least once every two years

iv. Only members who are Executive Principals of IB World Schools may hold the position of president or treasurer. No member can be president and treasurer at the same time.

vi. More detailed procedures for appointing officers may be written in the bylaws.

vii. Members of the Board may be impeached and removed for matters such as breach of confidentiality, misuse of funds, misrepresentation of the IBSEA organisation, enabling external parties to influence decisions made by the board, any external misdemeanour that is deemed to be lacking in principle and high moral conduct or indeed a breach of the law.

Viii. In the event of a mid-term vacancy of an elected officer, members will be invited to nominate and then elect a replacement, in the same manner that all IBSEA officers are elected (see vi. above)

Ix. Executive Committee members may only serve for as long as they are employed at the school they represent. If they leave the school for any reason their membership to the EC will cease.

The standing committee(s) IBSEA shall be:

i. **The Executive Board** (whose purpose is to consider all matters that relate the IBSEA group)

The duties of each Officer (Executive Board) are outlined below:

President

i. Chair the Annual General Meeting, general meetings and the meetings of the Executive Committee

ii. Prepare an agenda for each meeting in cooperation with the Executive Committee members

iii. Prepare and present a report for the IBSEA Annual General Meeting

iv. Represent IBSEA with the IBO, its subcommittees and the public at large

Vice-President

i. Update the IBSEA website

ii. Other responsibilities as designated by the President

iii. In the absence of the President, the Vice President will assume the duties of the President

Secretary

i. Record minutes and distribute copies of those minutes within 36 hours of meetings being held

ii. Ensure the distribution of an agenda and any other necessary material before the start of each meeting and after consultation with the President

iii. Handle all designated matters of correspondence and general enquiries about the Association

Additional committees may be formed and dissolved by the Executive Committee

Bylaws

Bylaws of the IBSEA organization shall be established and amended by way of a majority vote only. If a bylaw is passed, this will be added to the Constitution and the terminology must be approved by each member of the Board before publishing

Bylaws should not contradict the tenets of the Constitution and may contain detailed provisions on such topics as membership, dues, duties of officers, the Board, committees, order of business, amendment procedures, and other specific policies and procedures necessary for the organization or its operation.

The IBSEA Constitution

This constitution shall be established by a vote of a 75% majority of the membership of the organization.

Future questions concerning the interpretation of this document shall be decided upon by the elected Executive Board.