



CONSTITUTION of the Middle East International Baccalaureate Association MEIBA

1. Aims of the Association:

- a) To assist in the promotion of the International Baccalaureate Organization mission and its objectives including recognition of the IB with government bodies and institutes of higher education.
- b) To assist professional development, help and support to schools and institutions of education within the Middle East and neighboring countries which offer, or are considering offering, the International Baccalaureate.
- c) To act as a forum identifying common concerns within the region which would then be communicated to the IBO through the Regional Office (AEM).
- d) To promote the importance of Arabic within the IB Community.

2. Working Principles:

MEIBA will

- a) Provide a forum for debate and consultation.
- b) Assist in the promotion of the principles of the IB Organization.
- c) Support orientation, education and training for its members and third parties when appropriate.

3. Membership:

- a) Membership will be open to all schools and institutions of education within the Middle East who are registered with the International Baccalaureate (holding Authorization and/or Candidate Status). The Middle East region will include those countries within the IB definition of the Middle East. Membership will also be open to interested schools whose vision and purpose align with those of MEIBA. Applications from such schools shall be considered on their merits by the Executive of MEIBA.
- b) There will be an annual subscription payable by members.
- c) Membership is open to individual schools rather than associations of schools (i.e. ownership of more than one school).
- d) Support membership will be open for businesses and agencies, IB professional development providers and exhibitors with a set annual subscription.

4. Meetings:

- a) There will be an Annual (General) Meeting for MEIBA preferably hosted by one of the member schools.
- b) Representatives of the IB Organization will be invited to MEIBA meetings.
- c) The Executive Committee may call for an emergency meeting if deemed necessary.
- d) Other Executive meetings will be called as appropriate by the Executive Committee.
- e) At the AGM each member school will have one vote. The School Head, or their representative, may vote. Support members will not have a vote.
- f) A representative may only represent one school
- g) A quorum will consist of one third of the total membership

5. **Officers:**

- a) Four officers constituting the Executive Committee will be elected by MEIBA members. The Officers are: The President, Vice-President, Secretary, and Treasurer. Elected officers must be Heads of School.
- b) The Executive may co-opt up to 5 representatives from the officially IB recognized Country Groups. They may also co-opt any principal(s) who have been invited to sit on the IB Regional or Heads Council. These co-opted officers will be non-voting members.
- c) Nominations for offices will be called for in October preceding the AGM and nominations will close one month prior to the AGM . Nominees will be asked to give a blurb about themselves and this will be sent to all MEIBA members.
- d) The election will then take place electronically before the AGM so that the new executive committee will be in place at the time of the AGM.
- e) A returning officer will be appointed by the MEIBA executive to oversee the election process.
- f) The Officers are elected for two years and may only serve for two consecutive sessions.
- g) In the event that all of the MEIBA executive officers leave the executive team at the same time, the outgoing President will automatically be included on the new MEIBA executive as an honorary member (or Vice-President/Secretary/Treasurer).

6. **Decision Making**

- a) Decisions may only be made upon items listed on the agenda for the meetings and this must be previously circulated to members.
- b) The President will prepare the agenda and circulate it one month before the meetings.
- c) No decisions may be made on items raised under “Any Other Business”.
- d) Decisions are taken by a vote based upon a simple majority of the members present.
- e) The Executive Committee has the power to take procedural decisions between meetings.

7. **Job Descriptions for the Officers:**

The President of MEIBA will:

- a) Chair the Annual General Meeting, general meetings and the meetings of the Executive Committee.
- b) Prepare an agenda for each meeting in cooperation with Executive Committee members.
- c) Prepare and present a report for the MEIBA Annual General Meeting.
- d) Represent MEIBA with the IBO, its sub-committees and the public at large.
- e) The president will appoint a MEIBA Executive Assistant to support the president and the association. The salary for this position will be decided on by MEIBA officers and dispensed by the Treasurer.

The Vice – President of MEIBA will:

- a) Have oversight of the MEIBA website
- b) Other responsibilities as designated by the President
- c) In the absence of the President, the Vice-President will assume the duties of the President.

The Secretary of MEIBA will:

- a) Be responsible to record minutes and to distribute copies of these minutes as soon as possible after the conclusion of each meeting.
- b) Ensure the distribution of an agenda and any other necessary material before the start of each meeting and after consultation with the President.
- c) Handle all designated matters of correspondence.

- d) In the absence of the President and Vice-President the Secretary assumes the President's responsibilities and powers, and the Treasurer assumes the responsibilities of the Secretary.

The Treasurer of MEIBA will:

- a) Prepare the annual budget to be discussed with the Executive Committee members.
- b) Collect the membership fee from member schools.
- c) Handle operational expenses.
- d) Submit an annual financial report to the MEIBA annual meeting.
- e) Recommend other financial measures to the Executive Committee if deemed necessary.
- f) In the absence of the President and Vice-President when the Secretary assumes the President's responsibilities and powers, the Treasurer assumes the responsibilities of the Secretary.

8. Finances:

- a) There will be an annual membership fee for each individual MEIBA member school determined by the membership at the AGM.
- b) This fee may be revised at the suggestion of the members at the annual meeting.
- c) Expenditure only should be made in the pursuance of the MEIBA objectives.

9. Amendments:

Any amendment of the constitution, in order to be approved, needs:

- a) One month notice to MEIBA members.
- b) Two thirds of the votes supporting the suggested amendment.

Reviewed and updated at the MEIBA AGM 6 March 2015