

# CCAIBWS

## Caucasus and Central Asia Association of IB World Schools

### **Constitution**

#### **Name**

- Legal name: Caucasus and Central Asia Association of IB World Schools
- Association registration authority: 1302740061

#### **Mission**

- We strive for continuous improvement, collaboration between schools, and the development to promote the IB ethos and its programmes.

#### **Aim**

The aim of the association is

- To provide help and support to IB candidate and IB world schools, primarily those situated in the Caucasus and Central Asia, or to any school offering any of the four IB programmes.
- To assist in the promotion of the IB in the Caucasus and Central Asia area.
- To represent IB World Schools in the Caucasus and Central Asia area at meetings with organizations and authorities, upon receiving written approval from the IB's Global Centre in The Hague.
- If needed, to arrange round tables for teachers, coordinators or other employees of the member schools.
- To collaborate with other Associations of IBWS on different projects and providing support and help to fulfil the shared vision.
- To provide liaison with the Ministries of Education of the member school countries in the Caucasus and Central Asia regions.
- To provide liaison with the universities in the Caucasus and Central Asia regions.
- To promote special recognition of the IB programmes by the Ministries of Education and by the universities in the Caucasus and Central Asia regions.
- To support professional development among IB schools in the Caucasus and Central Asia regions.
- To support IB staff and student activities during the meetings and events organized by the Association.
- To promote research into the benefits of the IB programmes.
- To expose the IB Programmes and achievements of IB students in the Caucasus and Central Asia regions.
- To collect data to improve the implementation of the IB programmes and the related support.

# CCAAIBWS

## Caucasus and Central Asia Association of IB World Schools

### **Section A**

#### **Membership**

- Membership will be open to schools situated in the Caucasus and Central Asia areas, or to any school offering any of the four IB programmes.
- The membership year will run from September to August.
- A list of members will be held by the Assistant to the Board Chair

#### **Board**

The Board shall:

- Strive to reflect all IB programmes implemented by member schools.
- Consist of three members performing the roles of Board Chair, Board Administrator/Vice-Chair, Board Treasurer/Vice Chair.
- Be comprised of members from different member schools.

The Board Chair will appoint the vice chairs for a term of two years.

#### **Structure**

The Association comprises the Board, the Education Committee, and the Finance Committee.

- The Education Committee is responsible planning and implementing professional development activities for Association members, and for developing collaboration between students in the Association schools. It comprises of a Chair, Vice-Chair and other members who hold leadership positions in member schools. These roles are appointed by the Board.
- The Finance Committee is responsible for budgeting, and accounting for the activities of the Association. It comprises of a Chair, Vice-Chair and other members who hold leadership positions in member schools. These roles are appointed by the Board.

### **Section B**

#### **Meetings**

- A meeting is held every two months and attended by representatives of the member schools as designated by the school director.
- Minutes will be distributed to all representatives within 24 hours after the meeting.
- An annual general meeting shall be held each year between August and December.
- Meetings, including the general meetings, may be conducted virtually or in person.

# CCAIBWS

## Caucasus and Central Asia Association of IB World Schools

### Decision making

- All decisions concerning policies and other important issues will only be made at meetings.
- Decisions will only be made upon items listed on the agenda for the meetings. No decisions can be made on items raised under “Any Other Business”. An item will only be placed on the agenda if it has reached the board no later than three weeks prior to the meeting. The agenda for meetings shall be sent out by the Assistant to the Board Chair and shall reach all member schools one week before the meeting.
- Decisions that cannot be postponed to a meeting may be made by the Board.

### Section C

#### Fee

- The annual fee for each member school is 300 USD.
- The fee should be paid by 1<sup>st</sup> September each year. Any infringement of the conditions of membership will forfeit the annual fee.

#### Finances

- Costs for running the Association will be carried by the schools that are represented on the Board.
- The cost for organizing conferences and other events is shared with all member schools.
- Financing of any event is decided upon agreement of all members of the Board. Any member of the Board wishing not to financially support an event must inform other members of the Board at least two months prior to the event.

#### Transfer and enrolment of students

- The rights of a student and his/her parents to visit and consider schools other than that which the student is presently attending is recognized, as is the right of such other schools to hold preliminary discussions about possible admission without notifying the school of current attendance. However, a school should not itself knowingly initiate an attempt to enroll a student currently enrolled in another member school.
- A school’s most important consideration in enrolling a new student shall be the welfare of that student. A school will not discriminate on the basis of gender, race, colour, ethnic origin or sexual orientation. School representatives should speak accurately and comprehensively about the strengths of their own institution and not allege weaknesses, or other characteristics, in other schools whether it be verbally or in written publications.
- A CCAIBWS school must adhere to the rules of fair competition, e. g. when a student is taken off a waiting list and can be enrolled, the new school should officially inform the student’s current school.
- Member schools must not misuse CCAIBWS data or misrepresent other CCAIBWS schools. Member schools must not use data from the Association for their own benefit.
- If data is used outside of the above conditions, the Board reserves the right to remove that school from Association membership.

# CCAIBWS

## Caucasus and Central Asia Association of IB World Schools

### **Recruitment practice**

In order to support our collaboration as professionals who operate in different educational establishments who may have conflicting interests, it is important that we respect the values outlined below:

- The current employer should be notified in advance if a person visits and/or considers employment in a school other than that in which they are currently employed. This is the responsibility of both the individual employee and the possible future employer.
- No schools should attempt to influence a person to break a contract already signed with another school.
- CCAIBWS expects direct communication between the Directors involved in any application. Directors should contact each other if a teacher from another member school applies to their school.
- Member schools must not misuse CCAIBWS data or misrepresent other CCAIBWS schools or personnel. Member schools must not use data from the Association for their own benefit.
- If the above conditions are not met, the Board reserves the right to remove that school from Association membership.

### **Dissolution**

- A decision to dissolve the Association may only be made by the Board members.
- The Board shall decide how the dissolution shall be realised.

**Amendments to this Constitution may be taken by the Board.**