

THE ASSOCIATION OF IBPAK  
THE CONSTITUTION

This Constitution is being set by the Executive Committee on board, in May 2021, to serve the IBPAK Association to the utmost of its existence as an Association of all IB schools in Pakistan, authorized and candidate

PROSPECTS:

- To assure participation and communication among authorized IB schools in Pakistan, for the best of their development under IB World.
- To support candidate schools through their process of authorization.
- To motivate interested schools and bring them to apply to become IB schools
- To market for IB World as a system of education in Pakistan

COMPONENTS: The Constitution is composed of different the main constitution and appendices that support the well- being of the Association, as such:	
Articles	The Articles are seven in number and reflect the general titles of the Constitution
Sections	Sections are sub titles that come under the main articles
Appendices	<p>Appendices are attachments to the main constitution added to detail rules, regulations and important regulations, and are divided as:</p> <ul style="list-style-type: none"> <li>• Appendix 1: Duties and responsibilities of the EC in general and the individual job description of each of the members of the Executive Committee of the Association</li> <li>• Appendix 2: Code of Conduct of the Executive Committee representing the Association</li> <li>• Appendix 3: Legal contract for each member of the EC</li> <li>• Appendix 4: Code of Ethics as well as Rules and Regulations of all the IBPAK member schools registered with the Association</li> <li>• Appendix 5: The Organizational Chart of the Association</li> <li>• Appendix 6: Rules and Regulations for the nomination, candidacy and election of the EC members</li> <li>• Appendix 7: The Annual Conference and The Annual General Meeting</li> </ul>

RERPRESENTATIONS	
IB WORLD	Represents the International Baccalaureate World
IB PAK	Represents the International Baccalaureate Schools in Pakistan that are registered with the Association
EC	Represents the Executive Committee of the Association
IBO	Represents the International Baccalaureate Organization, Geneva, Switzerland
Association	Represents the Association of IB schools in Pakistan
Constitution	Represents the Constitution of the Association of IBPAK
AGM	Represents the Annual General Meeting of all members of the Association
AC	Represents the Annual Conference of IBPAK

THE EXECUTIVE COMMITTEE: The Executive Committee of the Association consist of the posts below”	
<ul style="list-style-type: none"> <li>• Chairperson</li> <li>• Vice Chairperson</li> <li>• Secretary General</li> <li>• Treasurer</li> <li>• Joint Secretary</li> </ul>	

ARTICLE I: NAME AND AUTHORITY	
Section 1	The name shall be the Association of IB Schools in Pakistan and will be represented by IBPAK in this Constitution.
Section 2	The organization shall operate under “Non-Profit” status.

Section 3	IB shall include all programs recognized by the International Baccalaureate.
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ARTICLE II: PURPOSE AND OBJECTIVES	
Section 1: Vision:	IBPAK will be an exemplary model among International Baccalaureate regional associations across the globe in providing consistent, reliable, affordable educational services and solutions for students, educators, members, communities, schools, universities, and government agencies
Section 2; Mission:	The purpose of the IBPAK is the continuous improvement, support, and recognition of all IB Programs in Pakistan.
Section 3: Aims & Goals	<p>TO:</p> <ol style="list-style-type: none"> <li>1. Support professional development of all administrators, coordinators and teachers through workshops and educational forums.</li> <li>2. Facilitate curriculum improvement, and curriculum implementation.</li> <li>3. Provide a network for collaboration among professional staff of IB Programs, globally in general and locally in particular.</li> <li>4. Serve as a platform for sharing ideas and resources related to the IB curriculum.</li> <li>5. Provide publicity of IB Programs and achievements of IB students through different mediums within Pakistan and the wider IB community.</li> <li>6. Support programs that encourage interaction between IB students locally and internationally.</li> <li>7. Provide support for developing IB Programs within the region.</li> <li>8. Foster recognition and understanding of the IB for universities, both in Pakistan and abroad through liaison with the IBCC and external bodies.</li> <li>9. Help create and support city chapters and guide authorised and candidate schools where requested.</li> <li>10. Help create and develop recognized training system for non-IB teachers wishing to teach in an IB school.</li> <li>11. Serve as a collective voice and liaison with IBO.</li> <li>12. Hold AGM for all IBPAK members and Annual Conference for professional development of all IBPAK members.</li> </ol>

ARTICLE III: MEMBERSHIP	
Section 1: Levels	<ol style="list-style-type: none"> <li>1. Active Membership is open to all coordinators, administrators and heads of IB authorized programs, with partnerships designated as one program.</li> <li>2. Prospective Membership is open to representatives of all schools that are in the process of pursuing IB authorization and/or affiliation.</li> <li>3. Associate Membership is open to educational agencies or organizations with interests in IBPAK activities.</li> </ol>
Section 2: Membership: Fiscal Year	Membership and fiscal year shall be the 1 <sup>st</sup> of September till the 31 <sup>st</sup> of August of every year.
Section 3: Voting	Voting shall be reserved for active members as per one vote for the head and one vote for each coordinator of each authorised program per authorized IB program with partnership schools designating one nominee. Accordingly, different branches of the same school or different schools under the same organization or board are allowed only one seat on the Executive Committee.
Section 4: Membership Fee	Membership fee is to be decided on annual basis by the Executive Committee and paid by each member organization in the first week of September, the beginning of the fiscal year. For schools that join later during the year, an average of payment is calculated as per their joining date and till August the 31 <sup>st</sup> . The annual fee should wisely be set by the EC on annual basis to cover expenses needed and at the same time not to cause pressure on member organisations.

	For branches of the same school or schools under one system, the membership fee is to be paid individually for each branch or each school.
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ARTICLE IV: EXECUTIVE COMMITTEE MEMBERS	
Section 1: Elected Members	<ol style="list-style-type: none"> <li>1. The Executive Committee members should be elected by the IBPAK authorized and schools, registered with the Association and as per Article III Section 3.</li> <li>2. Be it that any of the members has resigned from his/her post, elections will held as per the same rules of elections for the post.</li> <li>3. Be it that no nominees are interested in the post, it is the right of the Executive committee to appoint a member on the post, after the agreement of all, or majority of the EC members.</li> </ol>
Section 2: Duties	<p>The general duty of each of the members of the EC is to assure the success and development of the Association and its reputation locally, regionally and internationally and to cater for the needs of all IB schools in Pakistan.</p> <p>The job description of each EC member is detailed in Appendix 1 (Enclosed)</p>
Section 3: Tenure and Terms	<ol style="list-style-type: none"> <li>1. The term of each member of the EC shall be two years from the day of appointment of the member, renewable for one tenure of two years only upon elections.</li> <li>2. No member on the EC shall serve more than 2 consecutive terms, but can be nominated for re-elections after one successive board has finished its 2 years term in between.</li> <li>3. Each organization, inclusive of all its branches ( even those that operate with different names under the organization) can only have one member on the EC.</li> <li>4. If an EC seat is vacated before the end of a term, the school may appoint its replacement within 2 weeks. If it fails to do so, a new member, as previously mentioned, may be elected or appointed by the EC to fulfil the duties of the vacated post for the remainder of the term.</li> </ol>
Section 4: Consultancy	A Chairperson, whose term of two years is ended and does not wish to stay on the board is to serve as a consultant for the Executive committee for six months to assure the smooth handover of the Association to the new chairperson and the successful continuation of the Association
Section 5: Candidate Schools	A head or a coordinator of a candidate school can nominate for a position on the EC post only after one full year of active service at IBPAK

ARTICLE V: THE EXECUTIVE COMMITTEE	
Section 1: Duties and Powers	<ol style="list-style-type: none"> <li>1. Policy implementation, setting of dues, and expenditures of IBPAK</li> <li>2. EC will meet on monthly basis. Joint Secretary shall circulate the agenda of the meeting latest one week before the meeting. Any point to be added by a member should be requested within 2 days of receiving the agenda.</li> <li>3. A quorum of five members on the EC is required. In case of the resignation of any member or more, the EC can pursue duties until members are elected or appointed on the vacant posts.</li> <li>4. EC shall form Sub-Committees to oversee the activity for different tasks of the IBPAK, such as annual conference, workshops, newsletter and social media and vendor agreements.</li> <li>5. In case of any violation of codes by a school, EC will decide by majority votes whether to penalise or expel the school from IBPAK for one year or permanently.</li> </ol>

ARTICLE 6: FINANCE	
SECTION 1: Annual Fees	<ol style="list-style-type: none"> <li>1. Each school must submit the annual membership fee within the first week of the start of each fiscal year, stated here within to be the 1<sup>st</sup> of September of each year, and share a scanned copy of the payment to the official email of IBPAK. Failure to submit will result in suspension from the Association.</li> <li>2. Copy of the receipt will be shared with the Treasurer, who, in turn, will confirm receipt</li> </ol>

	via a formal letter shared with the member school and from the IBPAK official email
Section 2: Documentation	<ol style="list-style-type: none"> <li>1. Treasurer must keep monthly record of all receipts and expenses and submit details to the EC by the fifth of each month.</li> <li>2. Treasurer must coordinate with all assigned Sub-Committees organizing an event, on behalf of the IBPAK with regards to the budget and costs to be incurred in the event, after the approval of all EC members to the same</li> <li>3. Any costs for an event beyond those approved must first be approved by the EC in writing.</li> </ol>
Section 3: Audits	<ol style="list-style-type: none"> <li>1. Audits will be done annually by Chartered Accountants appointed by the EC.</li> <li>2. EC will fix the amount to be paid to the auditing firm.</li> <li>3. Audit will work hand in hand with Treasurer and under the supervision of the Secretary General to finalise the annual financial report to be signed by all EC members and accordingly shared with all member of the Association.</li> </ol>
Section 4: Treasurer	The Treasurer, as per the authority entitled to her/him by the chairperson, is to handle all financial functions of the Association as per the Treasurer's job description detailed to her/him in Appendix 1, here within attached
Section 5: Procedures	<ul style="list-style-type: none"> <li>• All payments shall be made through crossed check or online banking</li> <li>• No cash will be handled by the IBPAK Association or any of its office bearers.</li> <li>• At least 2 quotations must be obtained by the sub- committee assigned for any of the events and shall be approved by the General Secretary before forwarded to the Treasurer. The treasurer shall, in turn, obtain the signed approval of the Chairperson before the final payment.</li> <li>• The EC members shall offer their services to the organization on voluntarily basis and all their travel and accommodation expenses to attend the AGM and AC should be borne by their own organizations.</li> <li>• Total of three Executive Council Members; Chairperson, General Secretary and treasurer will be authorized to sign the checks on behalf of the Association; however, only the Chairperson and the Treasurer are considered to be the official singletrees. The Secretary General can sign on behalf of either and via an official letter produced by the Chairperson for the period of absence of the Chairperson or the Treasurer.</li> <li>• The annual audit should be carried out by the appointed audit at the end of each fiscal year and shared with the members when finalized, approved and signed by all members of the EC</li> </ul>

#### ARTICLE 7: CORRESPONDENCES

- All correspondences and circulations among EC members and IBPAK members, related to the Association and all related matters shall be via the IBPAK official email [info@ibpak.pk](mailto:info@ibpak.pk)
- All IBPAK related correspondences from IBPAK EC members to one another and to representatives of member schools should be via the official email and should only carry the logo of IBPAK. NO logos of related schools are allowed to be added to such official circulars and correspondences