

# Statutes for the Association of Norwegian IB Schools

(last revised February 2016)

## § 1 Name of the Association

The name of the association is **Norwegian International Bacculaureate Schools**, abbreviated **NIBS**. The association was founded on 2<sup>nd</sup> February 2011.

## § 2 Mission

The purpose of the association is to:

- Facilitate collaboration between all IB schools in Norway from primary school to upper secondary school.
- Act as a referring body in questions that affect accreditation of IB students' qualifications in the national system and in admission to Norwegian universities and colleges
- Act as a referring body for IB in questions that affect IB World schools in Norway
- Act as a resource for schools interested in starting an IB programme

## § 3 Legal Person

The association is a standalone and freestanding judicial person with impersonal and limited responsibility for debt.

## § 4 Members

All IB schools in Norway represented with the Head of School and the IB coordinator. The membership of the association must be approved by the school owner.

## § 5 Voting Rights and Eligibility

All members have the voting right and are eligible for election to positions in the board of the association. Each school has one vote; this can be used by the Head of School or an IB coordinator.

## § 6 Fees

The membership fee is set in the annual meeting and is paid by 1<sup>st</sup> March each year. For 2015 the fee is set to 500 NOK per IB programme offered by the school.

Members that owe the membership fee for more than one year, will have no voting rights nor other rights, and can, by the board, be removed as members. If a member is removed, full membership cannot be obtained until the membership fee has been paid.

## § 7 Remuneration

The elected representatives of the board do not receive remuneration.

## § 8 Annual Meeting

The annual meeting is held in February each year and is the association's highest authority. The annual meeting is called for directly to the members by the board at least one month prior to the meeting. Suggested topics for the annual meeting must be directed to the board at least two weeks

before the meeting. A complete agenda will be available for the members at least one week prior to the annual meeting.

All member have access to the annual meeting. The board can also invite other persons and/or media to be present.

The annual meeting can make resolutions when minimum half of all members with voting rights are present. No member has more than one vote, and voting cannot take place with authorization.

Changes in statues cannot be processed unless the changes have been on the agenda at least one week before the annual meeting. Other issues can be processed and decided upon when 2/3 of the members present demand that. Such a decision can only be decided when the agenda is being approved.

### **§ 9 Managing the Annual Meeting**

The annual meeting is led by an elected moderator. The moderator does not have to be a member of the board.

### **§ 10 Voting at the Annual Meeting**

Unless otherwise decided, a resolution is valid with a majority of the given votes. A blank vote is defined as a vote not given.

Elections are in writing when there are more than one proposal. Only proposed candidates can be on the ballot. If there are several that are elected at the same time, the ballot must contain the same number of candidates that are to be elected. Ballots that are blank, or that contain candidates that are not proposed, or that do not have the right number of candidates that are to be elected, do not count, and these votes are defined as not submitted.

When an election is done separately and a candidate does not obtain more than half of the submitted votes, a binding re-election between the two candidates that have received the most votes will take place. If the votes are even in the re-election, the election is decided by drawing lots.

If there are several elections on one ballot, all must be looked upon as being elected if they have more than half of the votes. This does not apply for deputy members. If there is not a sufficient number of candidates that have not received the majority, the ones that have received more than half of the votes are elected. The rest of the candidates are selected by a re-election among these candidates, and after this re-election, the ones with the most votes are elected. If the number of votes are even, the candidate will be decided by drawing lots.

### **§ 11 The Annual Meeting's responsibilities**

The Annual Meeting has the responsibility to:

1. Process the association's annual report
2. Process the association's annual accounts
3. Process the association's resolutions
4. Set the annual membership fee
5. Decide on the association's annual budget
6. Elect leader of the board and board members

### **§ 12 Extraordinary Annual Meetings**

Extraordinary Annual Meetings can be held if the board decides to, or if at least one third of the members with voting right demand it.

The Extraordinary Annual Meeting is called for using the same procedures as the annual meeting, with at least 14 days' notice.

The Extraordinary Annual Meeting can process and decide in matters only set on the agenda for this meeting.

### **§ 13 The Board**

The association is led by a board of up to five persons. The composition of the board should reflect the programmes offered by the association's member schools. The board consist of a minimum of two representatives from the programmes (Primary Years Programme and the Middle Years programme) constituting the equivalents of Norwegian primary and lower secondary school, Grunnskolen years 1-10 and a minimum of two representatives from the Diploma Programme constituting the equivalent of Norwegian videregående opplæring. The representatives and their substitutes are elected for a period of two years.

The responsibilities of the board is to:

1. Implement the resolutions of the Annual Meeting
2. Appoint committees or persons for special tasks and prepare instructions for these if applicable
3. Administer and control the accounts according to rules and regulations.
4. Represent the association in issues of common interest

The board has meetings when called for by the leader of the board or when the majority of board member demand it.

The board is decisive when a majority of the board is present. Resolutions are decisive with majority of votes. If the number of votes are equal, the leader of the board's vote counts double.

### **§ 14 Groups/departments**

The association can be organized with departments and/or groups. These can be led by appointed persons or elected boards. The association's annual meeting can decide to create such groups/departments and how these should be organized and led.

The association is responsible for financial obligations of departments/groups, and departments/groups cannot make agreements or represent the association without approval of the board.

### **§ 15 Change of Statutes**

Changes in these statutes can only be done at ordinary or Extraordinary Annual Meeting after having been on the agenda, this demands two third majority of the given votes.

### **§ 16 Dissolving the association**

Dissolving the association can only be done at an ordinary Annual Meeting. If dissolvent is decided with at least two thirds majority, an extraordinary annual meeting must be called for three months later.

Merging with other associations will not be viewed as dissolving the associations. Resolutions about merging and necessary amendments to the statutes in connection to this will be done in accordance with resolution changes §15.