

## Constitution and Bylaws (adopted June 2017 AGM)

### PURPOSE

The International Public School Education Association of British Columbia (“the Association”) is a voluntary member organization comprised of member public school districts in British Columbia who welcome international students through a formal recruiting and hosting program. The purpose of the Association is to promote collaboration among member-districts and to support member-districts in their efforts to promote British Columbia public education to the international community.

#### 1. GOALS

- 1.1 To support and assist administrators and staff member-district international student programs.
- 1.2 To advise government and all interested parties on the needs, directions and effectiveness of international education.
- 1.3 To provide a united, consistent voice for member-district international student programs in developing relationships with post-secondary institutions and their policies.
- 1.4 To provide a united, consistent voice for member-district international student programs in developing relationships with government and non-government agencies in the areas of recruitment and information dissemination.
- 1.5 To work co-operatively towards the establishment of common standards of ethical conduct and educational expectations.

#### 2. STRUCTURE

- 2.1 **Regular Meetings:** The Association shall meet not fewer than three times in each year and may meet as determined by the Executive Committee providing that members receive 30 days’ notice.
- 2.2 **Annual General Meeting:** The Association shall hold an Annual General Meeting for the purpose of electing Executive Committee officers, ratifying the membership fee, and conducting other Association business as required. Each Annual General Meeting shall take place not more than 15 months after the previous Annual General Meeting.
- 2.3 **Quorum:** Attendance of any two Executive Committee members and not fewer than forty percent of member-districts in good standing at a properly constituted meeting as per Item 2.1 or 2.2 shall be accepted as quorum.
- 2.4 **Conduct of Meetings:** The President or designate shall conduct all meetings of the membership. In the event of a procedural dispute at any meeting, Robert’s Rules of Order shall be used to resolve the dispute

- 2.5 **Voting:** Each member district shall have one vote in all matters. All decisions of the Association shall be made by a simple majority of member-districts present and voting.
- 2.6 **Executive Committee:** The Association shall annually elect an Executive Committee comprised of a President, a Vice-President, a Secretary, and a Treasurer from its members with said election to take place not more than 15 months after the previous election. The Past President shall also be part of the Executive Committee. The four elected officers and the past president will have voting rights. A non-voting member of the Executive Committee will be the Executive Director.
- 2.7 **Terms of the Executive Committee:** The term for each position on the Executive Committee shall be one year, except for the President and Past President which shall each be two-year terms.
- 2.8 **Annual Membership Fee:** There shall be an annual fee determined by the Executive Committee and ratified by the membership at the Annual General Meeting, payable on or by September 30 of each year.
- 2.9 **Supplemental Levies:** For extraordinary projects or activities not covered by the Association's annual budget, the Executive Committee may propose a supplemental levy to be paid by each member-district. Any such levy must be approved by a majority of two-thirds of member-districts present and voting at a Regular Meeting. Notice of intent to propose a supplemental levy must be given not less than 15 days prior to the Regular Meeting at which the approval vote will take place.
- 2.10 **Attendance:** All members shall be expected to attend a minimum of one regularly scheduled meeting each year and all members accept responsibility for carrying out the work of the Association as agreed upon.
- 2.11 **Insurance:** The Executive Officers shall ensure IPSEA carries Directors and officers Liability for non-profit organizations.
3. **MEMBERSHIP**
- 3.1 **Membership Committee:** The Executive Committee shall review and process all applications for membership in the Association. The Committee shall be chaired by the President or designate and comprise of at least 2 current member-districts in good standing.
- 3.2 **Application for Membership:** School districts desiring to become members of the Association must complete the application process as determined by the membership committee.
- 3.3 **Minimum Eligibility:** Membership shall be open to each B.C. school district that has a structured international student program with a minimum of five fee-paying international students and a published program, or to a designated individual who meets membership requirements.

**3.4 Full Membership:** Full membership shall be available only to school districts that are in compliance with the requirements outlined in Appendix A.

**3.5 Rights and Limitations of Full Membership:** Full member-districts in good standing are entitled to participate in all Association activities, to vote on all substantive matters pertaining to the Association, and to use the IPSEA logo on member-district marketing and recruitment materials

3.5.1 Membership may include any individual designated to represent a school district.

3.5.2 The Association's resources and intelligence is for use by member-districts and the Executive Committee and must adhere to the Association's bylaws. The Association's resources and intelligence shall not be used by or used for, non-member districts.

3.5.3 A Past President who no longer is employed by a school district may apply to the Executive Committee to serve out his/her term.

3.5.4 **Associate Membership:** School Districts that do not fulfill the requirements outlined in Appendix A, but are striving to achieve compliance may, at the discretion of the Executive Committee, be granted Associate Membership status.

3.5.5 **Rights and Limitations of Associate Membership:** Associate member-districts are entitled to participate in all Association meetings.

3.5.6 Associate members shall not have any rights to vote.

3.5.7 The Executive Committee retains the right to limit Associate Member participation in the Associations' promotional activities, use of the Association logo, resources and intelligence, and any other matters pertaining to the Association.

**3.6 Duration and Fees of Associate Membership:** In principle, an Associate Membership shall be valid for a period of time not greater than one year, and there will be no membership fee required.

3.6.1 If the Associate Member has not met requirements outlined in "Appendix A" by the end of the one-year term, but can illustrate striving to achieve compliance, the Associate Member may apply for an extension of the Associate Membership.

3.6.2 The Executive Committee will review and determine the applicant's request

**3.7 Maintenance of Full Membership:** To remain a full member in good standing, each member-district must:

3.7.1 pay their annual membership fee on time

3.7.2 maintain the standards of practice as outlined in Appendix A; and

3.7.3 immediately inform the Executive Committee of any material change to their program that may affect compliance with the Standards of Practice as outlined in Appendix A.

**3.8 Non-Compliance with Appendix A:** When one or more of the requirements outlined in Appendix A are not met to the satisfaction of the Executive Committee by a full member-district, the following steps shall be taken:

- 3.8.1 the administrator of the program in question shall be informed of this concern by the Executive Committee; and
- 3.8.2 should the remedy to the concern not be forthcoming within a reasonable period, membership in the Association may be suspended or terminated by a simple majority vote at a scheduled meeting of the Association.

**APPENDIX "A"**  
**Standards of Practice for Associate and Full**  
**Membership – International Public School Education**  
**Association of British Columbia (IPSEA)**  
**Principles of Membership**

Membership in IPSEA is commitment by the participating school or district to principles of ethical behavior articulated below. There are two levels of membership: associate and full. Associate membership is intended for those schools or districts whose international student program is in the development stage. Full membership is granted to members who have met the following criteria:

1. The existence of a published program of general public education for international students
2. Published tuition fees and any other fees applicable with clear definition of program scope, length and resulting certification
3. A published refund policy
4. Published description of program rules and expectations for international students
5. An established homestay placement and supervision program responsible to a designated district or school administrator
6. District or school personnel authorized to evaluate applicant credentials and to permit admission to the program based on established selection criteria
7. Designation of an international program staff person with sufficient authority to represent the supervision of student education programs and behavior in the community
8. Student admission and renewal procedures are in compliance with Canadian Immigration and Citizenship policies and procedures; and
9. Ethical recruitment and marketing practice