International Baccalaureate Student Organization

With a mission to support the social and academic growth of International Baccalaureate students through their involvement and fellowship, the International Baccalaureate Student Organization is established. The arrangement and establishment of meetings, offices, and expectations are as followed:

1. Meetings shall be held at least once a month in order to address students’ problems, schedules, academic capacities, and to provide guidance so that the issues may be resolved.

Officers are expected to attend all meetings unless excused and may have the chance at every meeting address personal issues or agendas.

1. Officer positions should be applied for by those interested, and the office-holders must be approved by the former president and the advisor, who conduct interviews to review the application in order to make the best decision.

All officers must uphold the honor code enforced by the International Baccalaureate program and be a positive representation of the program, the club, and its members.

Officer positions include: President, Vice President, Secretary, and Treasurer

1. The duties and expectations of the President are as followed:

Run full body meetings and executive meetings

Diffuse any tension between club members OR get a higher authority in order to solve the issue

1. The duties and expectations of the Vice President are as followed:

Assist President with full body meetings and executive meetings, filling in when necessary

Strategize meetings in order to efficiently and effectively help the members grow with regards to their situations and feelings

1. The duties and expectations of the Secretary

To keep an agenda of meetings and topics during planning of full body meetings

To take the attendance at full body meetings

Keep an agenda of subjects discussed at every meeting

1. The duties and expectations of the Treasurer

Take up and responsibly manage the club dues

Officers of the club may add or take away offices as needed, with reasonable taste and with judgement that would not inhibit opportunities from others. This change must be approved by advisor.

Jobs may be added in order to fit the growth of the club, whether in the establishment of a new position or adding it unto a pre-existing position

1. The expectation of members are as followed:

Members of the club must pay a due, the due can be decided by officers at first official executive meeting and must be approved by advisor. Members are expected to be at ALL meetings, unless reasonable excused such as making up a quiz, doctors apt. etc.

Members are, also, expected to uphold the honor code enforced by the International Baccalaureate program and be a positive representation of the program and club.

Members must have an up to date (per school year) information sheet, kept by either the president or secretary.