



**RSVP and POSTAL VOTING FORM FOR THE ANNUAL GENERAL MEETING  
TO BE HELD ON  
FRIDAY 1 SEPTEMBER 2017 AT 9:30 AM**

**Flockart Hall, Methodist Ladies' College, Melbourne, Victoria**

I declare that I \_\_\_\_\_ am the  
Name  
authorised representative  
of \_\_\_\_\_,  
Name of School  
Located  
at \_\_\_\_\_,  
Address of School

which is a financial member of AAIBS (trading as IB Schools Australasia)

I will/will not (please circle) be attending the AGM scheduled for Friday 1 September, 2017.

In my absence, I hereby lodge my vote on the following resolutions

That the minutes of the 2016 Annual General Meeting held on 29 August, 2016 be accepted as an accurate record.	<b>FOR</b> <b>AGAINST</b> <i>Please circle whichever is applicable</i>
That the income and expenditure statement for the financial year 1/4/2016 – 31/3/2017 be approved.	<b>FOR</b> <b>AGAINST</b> <i>Please circle whichever is applicable</i>
That the Chair's Annual Report be accepted.	<b>FOR</b> <b>AGAINST</b> <i>Please circle whichever is applicable</i>
That the Independent Audit Report provided by Ian Thomas of Ian Thomas & Co be accepted.	<b>FOR</b> <b>AGAINST</b> <i>Please circle whichever is applicable</i>
That Ian Thomas of Ian Thomas & Co. be appointed as auditor for the 2017/2018 financial year.	<b>FOR</b> <b>AGAINST</b> <i>Please circle whichever is applicable</i>
That the AAIBS (trading as IB Schools Australasia) Register of Member Schools presented by the Treasurer for membership of the Association of Australasian IB Schools be approved.	<b>FOR</b> <b>AGAINST</b> <i>Please circle whichever is applicable</i>



That amendments to the Preamble and Sections 1; 2; 4; 5; 6 and 7 of the Constitution of the Association of Australasian IB Schools and the Rules and Regulations of AAIBS Ltd be accepted and ratified.

**Please register your vote for each of the following resolutions OR by completing the motion at the end of the list of resolutions**

**AAIBS Proposed Changes to the Constitution of the Association of Australasian IB Schools and Rules and Regulations of AAIBS Ltd at the AGM September 2017**

The Association of Australasian IB Schools (AAIBS) has reviewed the Rules and Regulations of AAIBS Ltd and seeks endorsement by AAIBS members of the following recommended changes that relate to:

- Ensuring our constitution and rules and regulations meet the standards as set by Consumer and Business Affairs South Australia (the jurisdiction under which AAIBS is incorporated)
- To reflect recent changes within the IB
- Addition of the Career-related programme to the constitution under IB Programmes
- Clarification and changes to the rules for membership
- Ability for proxy attendance at General Meetings of the Association
- Terminology changes to remove gender  
Minor grammatical changes

**Resolutions**

**Preamble**

1. **That the Preamble of the Constitution of the Association of Australasian IB Schools and the Rules and Regulations of AAIBS Ltd be amended as follows to include schools that deliver 'The Career-Related Programmes' as members:**

**to read**

The Association comprises members who are candidate, partner or fully authorised schools delivering at least one IB Programme.

- The Primary Years Programme
- The Middle Years Programme
- The Diploma Programme
- The Career-Related Programme

**FOR      AGAINST**  
*Please circle whichever is applicable*

**1. Name**

2. **That Section 1 'Name' of the Constitution of the Association of Australasian IB Schools and the Rules and Regulations of AAIBS Ltd Rules and Regulations of AAIBS Ltd be amended as follows:**

so that Section 1 changes from

The name of the Association shall be the Association of Australasian IB Schools (AAIBS)

**to read**

The name of the incorporated Association is the Association of Australasian IB Schools (AAIBS), referred to herein as "the Association"

**FOR      AGAINST**  
*Please circle whichever is applicable*

**2. Interpretation**

3. **That Section 2 'Interpretation' dot-point 13 of the Constitution of the Association of Australasian IB Schools and the Rules and Regulations of AAIBS Ltd be amended as follows:**

The phrase 'a High School or a school' be replaced with 'a Partner School with an Authorised school'

so that Section 2 Dot-point 13 changes from

"Associate Member" shall mean any school that is a High School or a school implementing an IB programme, and has been admitted to Associate Membership according to the provisions of this Constitution.

**to read**

"Associate Member" shall mean any school that is a Partner School with an Authorised school implementing an IB programme, and has been admitted to Associate Membership according to the provisions of this Constitution.

**FOR      AGAINST**  
*Please circle whichever is applicable*

**Membership**

**4. That Section 4 'Membership' of the Constitution of the Association of Australasian IB Schools and the Rules and Regulations of AAIBS Ltd be amended as follows:**

Section 4.1 be amended

Section 4.4 be amended and 4.4.1 be amended

Section 4.6 be amended and Section 4.6.1 be removed

Section 4.7 be added

so that Section 4.1 changes from

4.1A school shall become a School Member by majority vote at the Annual General Meeting of the Association. Any school nominated for membership must be proposed and seconded by school members. Election to membership shall be by simple majority.

**to read**

4.1 Any school that is a fully authorized, candidate or partnership school delivering at least one IB programme is eligible to apply for Membership of the Association. The application for membership shall be made in writing, signed by the school Head. Upon acceptance of the application by the Standing Committee and payment of the first annual subscription, the applicant school shall become a member.

4.1.1 A school may become a Full Member if they are a fully authorized IB school.

4.1.2 A school may become an Associate Member if they are a Candidate IB school until such time as they become a fully authorized school, or if they are a partner school with an authorized school implementing an IB programme.

4.1.3 A school may become a Partner Member if they are a partner school with an authorised school implementing an IB programme, and have been admitted to Associate Membership.

**FOR      AGAINST**

*Please circle whichever is applicable*

so that Section 4.4 changes from

4.4 A school shall cease to be a member of the Association:

- by delivering its resignation in writing to the secretary;
- on its dissolution;
- on being expelled; or
- by failing to pay the membership fee within 60 days of the due date in any calendar year.

4.4.1 A school member may be expelled by a special resolution of the Association passed at a general meeting and supported by three-quarters of the total membership.

4.4.2 The notice of resolution for expulsion shall be accompanied by a statement of the reasons for the proposed expulsion.

4.4.3 A school which shall be the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

**to read**

4.4 A school shall cease to be a member of the Association:

- by delivering its resignation in writing to the secretary;
- on its dissolution;
- on ceasing to be an Accredited IB School
- on ceasing candidacy toward accreditation as and IB School
- on being expelled; or
- by failing to pay the membership fee within 90 days of the due date in any calendar year provided always that the Standing Committee may reinstate such a school's membership on such terms as it sees fit.

4.4.1 Subject to giving a member an opportunity to be heard or to make a written submission, the Standing Committee may resolve to expel a member upon a charge of misconduct detrimental to the interests of the association

4.4.2 The notice of resolution for expulsion shall be accompanied by a statement of the reasons for the proposed expulsion.

4.4.3 A school which shall be the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

**FOR      AGAINST**

*Please circle whichever is applicable*

so that Section 4.6 changes from

- 4.6 A school shall become an Associate Member by majority vote at the Annual General Meeting of the Association. Any school nominated for Associate Membership must be proposed and seconded by school members. Election to membership shall be by simple majority.
- 4.6.1 A school may become an Associate Member if they are a Partner School with an authorised school implementing an IB Programme.
- 4.6.2 An Associate Member will have access to full school membership rights except for voting rights at the Annual General Meeting and the right to have a school representative elected to Standing Committee.

**to read**

- 4.6 An Associate Member will have access to full school membership rights except for voting rights at the Annual General Meeting and the right to have a school representative elected to Standing Committee.

**FOR      AGAINST**  
*Please circle whichever is applicable*

so that Section 4.7 is added

**to read**

- 4.7 A register of members must be kept and contain:
- the name and address of each School Member and the name of the representative of the School
  - the date on which each member was admitted to the Association, and
  - if applicable, the date of and reason(s) for termination of membership.

**FOR      AGAINST**  
*Please circle whichever is applicable*

**Annual General Meeting**

**4 That Section 5 'Annual General Meeting' of the Constitution of the Association of Australasian IB Schools and the Rules and Regulations of AAIBS Ltd be amended as follows:**

- Section 5.1 be amended  
Section 5.6 be amended  
Section 5.7 be amended  
Section 5.8 be added

so that Section 5.1 changes from

- 5.1 The Association shall, in each calendar year, hold an Annual General Meeting. The attendance of 40 per cent of the school member representatives shall constitute a quorum at the General Meeting.

**to read**

The Association shall, in each calendar year, hold an Annual General Meeting. The attendance of 40 per cent of the school member representatives present personally or by proxy and entitled to vote shall constitute a quorum for the transaction of business at any General Meeting

**FOR      AGAINST**  
*Please circle whichever is applicable*

so that Section 5.6 changes from

- 5.6 All questions at General Meetings shall be decided by a majority of the membership and who are represented at such meetings, or who have lodged a postal vote. In the case of an equality of votes, the Chair shall not have the casting vote and the question shall be deemed to be decided in the negative.

**to read**

- 5.6 All questions at General Meetings shall be decided by a majority of members at the meeting who vote in person or, where proxies are allowed to vote, by proxy, or have lodged a postal vote. In the case of an equality of votes, the Chair shall not have the casting vote and the question shall be deemed to be decided in the negative.

**FOR      AGAINST**  
*Please circle whichever is applicable*

so that Section 5.7 changes from

5.7 If the required 40% of the membership is not present personally or by proxy at a General Meeting, a postal vote of the total membership shall be taken within 90 days. If a majority or more of those responding within a period of 30 days from the date of mailing are in favour, the proposal(s) shall be approved and acted upon.

**to read**

If within 30 minutes of the time appointed for the meeting the required 40% of the membership is not present personally or by proxy at a General Meeting, a postal vote of the total membership shall be taken within 90 days. If a majority or more of those responding within a period of 30 days from the date of mailing are in favour, the proposal(s) shall be approved and acted upon.

**FOR AGAINST**

*Please circle whichever is applicable*

so that Section 5.8 is added

**to read**

A School Member shall be entitled to appoint in writing a representative of a Full Member School to be their proxy to attend and vote on their behalf at any General Meeting of the Association.

**FOR AGAINST**

*Please circle whichever is applicable*

**Annual General Meeting**

**6 That Section 6 'Annual General Meeting' of the Constitution of the Association of Australasian IB Schools and the Rules and Regulations of AAIBS Ltd be amended as follows:**

Section 6.1 be amended

Section 6.2.1 be amended

Section 6.2.5 be amended

so that the word 'Chairman' in Section 6.1 is replaced with the word 'Chair'

**to read**

6.1 The Standing Committee members shall consist of up to 10 elected individuals who shall be IB Co-ordinators or Heads of IB schools. The immediate past Chair will be co-opted as an additional member. The Standing Committee will have the power to co-opt members to the Committee so as to afford fair and adequate representation of the diversity of the schools and programmes represented by the IB in Australasia. Co-opted members may be invited to join from like-minded organisations.

**FOR AGAINST**

*Please circle whichever is applicable*

so that the word 'him' in Section 6.2.1 is replaced with the words 'his/her'

**to read**

The term of office of an elected member of the Standing Committee shall be two years. A co-opted member shall serve until the next election following the co-option. A retiring member shall be eligible for election or cooption, other than the Immediate Past Chair whose term of service will be his/her term as an elected member in addition to his/her term as Immediate Past Chair.

**FOR AGAINST**

*Please circle whichever is applicable*

so that the term 'A CRP coordinator' is added in Section 6.2.5

**to read**

That, subject to receipt of nominations, at least one member of the Standing Committee is to a DP coordinator; an MYP coordinator; a PYP coordinator; a CRP coordinator, a Head of an IB school.

**FOR AGAINST**

*Please circle whichever is applicable*

**Amendment**

**6 That Section 7 'Amendment' of the Constitution of the Association of Australasian IB Schools and the Rules and Regulations of AAIBS Ltd be amended as follows:**

so that Section 7.1 changes from

7.1 Changes to the Constitution of AAIBS shall be made by simple majority vote at a General Meeting where a majority of the membership is present.

**to read**

Changes to the Constitution of AAIBS shall be made by simple majority vote at a General Meeting where a majority of the membership is present in person or by proxy.

**FOR AGAINST**

*Please circle whichever is applicable*

Motion: That amendments to the Preamble and Sections 1; 2; 4; 5; 6 and 7 of the Constitution of the Association of Australasian IB Schools and the Rules and Regulations of AAIBS Ltd be accepted and ratified.

**FOR      AGAINST**  
*Please circle whichever is applicable*

Signed this day \_\_\_\_\_ of \_\_\_\_\_ 2017

Signature of School representative: \_\_\_\_\_

**IF REQUIRED PLEASE RETURN MARKED AND SIGNED POSTAL VOTING FORM TO:**

Rebecca Hammond, Executive Assistant, IB Schools Australasia

By email to [office@aaibs.org](mailto:office@aaibs.org)

Or by mail to:

IB Schools Australasia

PO Box 823

HEATHMONT VIC 3135

**BY 9:00am THURSDAY 31 AUGUST, 2017**



**POSTAL VOTE FOR IB SCHOOLS AUSTRALASIA STANDING COMMITTEE**

There are **THREE** Vacancies. Please indicate your preferred members of the IB Schools Standing Committee **BY MARKING ONLY THREE BOXES WITH AN X**.

The constitution indicates that there cannot be more than 3 members from any one state, territory or province and that Coordinators from all 3 IB programs and a Head of School should be included in the membership of the Standing Committee. Please see Agenda Notes for continuing members of the Standing Committee and details provided for each candidate.

**IF YOUR SCHOOL IS UNABLE TO ATTEND THE AGM ON 1 SEPTEMBER PLEASE RETURN MARKED AND SIGNED POSTAL VOTING FORM TO:**

Rebecca Hammond, Executive Assistant, IB Schools Australasia  
By email to [office@aaibs.org](mailto:office@aaibs.org)

Or by mail to:  
IB Schools Australasia  
PO Box 823  
HEATHMONT VIC 3135

**POSTAL VOTES MUST BE RECEIVED BY 9:00am THURSDAY 31 AUGUST, 2017**

**IF RETURNING BY POST PLEASE ENSURE THAT YOUR NAME AND SCHOOL ARE INCLUDED ON THE RETURN ENVELOPE IN ORDER THAT THE SCRUTINEERS MAY VERIFY THE VALIDITY OF THE VOTE SUBMITTED BEFORE BEING SEPARATED AND COUNTED.**

NAME	MARK ONLY THREE BOXES WITH AN X SHOWING YOUR PREFERRED THREE CANDIDATES
<p><b>Karen Abraham</b> Deputy Principal, IB Coordinator Cleveland District State High School, Queensland, Australia DP</p>	
<p><b>Fiona Godfrey</b> Principal Radford College, Australian Capital Territory, Australia PYP, DP</p>	
<p><b>Natalie Jensen</b> MYP Coordinator Preshil, Victoria, Australia MYP</p>	
<p><b>Briony Morath</b> IB Coordinator Newington College, New South Wales, Australia DP</p>	



## BIOGRAPHIES OF STANDING COMMITTEE NOMINEES

### **Karen Abraham**

**Deputy Principal, IB Coordinator**

**Cleveland District State High School, Queensland, Australia**

**IB Programme/s of Interest: DP**

Karen is currently the IB Co-ordinator and Deputy Principal at Cleveland District State High School, an Independent Public School situated on Brisbane's bayside and a member of the Council of International Schools (CIS). During her 26 years with Education Queensland, Karen has taught in early childhood, primary and secondary schools in rural and regional settings as well as metropolitan Brisbane. She has also held the position of Head of Department, Senior Schooling.

Karen is a passionate advocate for the IB and values the global and critical thinking it promotes in students. As a member of CIS and an IB World School, Cleveland High provides a wealth of opportunities for students and staff and in her role in the executive leadership of the school, Karen is at the forefront of strategic and operational planning. She regularly participates in professional development with CIS and for the IBDP.

As an active member of the Queensland IB Co-ordinator's Network, Karen has forged strong links with other schools and universities as she strives to promote the value of an IB education for all students. Queensland is a growth area for the IB Diploma Programme with a rapidly growing number of schools seeking authorisation and Karen views membership of the IB Schools Australasia Standing Committee as a way to continue her advocacy and broaden her knowledge and experience as an IB educator and leader.

### **Fiona Godfrey**

**Principal**

**Radford College, Australian Capital Territory, Australia**

**IB Programme/s of interest: PYP, DP**

Fiona Godfrey is the first woman to be appointed Principal of Radford College in Canberra.

Prior to joining Radford in 2014, Fiona was Principal of St Peter's Girls' School in Adelaide for six years. Fiona holds a Bachelor of Science, a Diploma of Education, a Masters in Educational Management and is a Graduate of the Australian Institute of Company Directors.

She has previously held the position of President of Anglican Schools Australia (ASA), was a Director of the Association of Independent Schools of South Australia (AISSA) and is now an Executive Member of the Australian Council for Educational Leaders (ACEL) and a Board Member of the Association of Independent Schools of the ACT (AISACT).

Fiona is used to 'leading the way'. In 1989, she was the first female to be appointed Head of Science at St Kevin's College, a large and highly regarded Catholic boys' school in Melbourne. Other significant positions include Head of House at Westbourne Grammar School, a co-



educational school in Melbourne, from 1998- 2002, and Deputy Principal first at Fintona Girls' School and then at Canberra Girls' Grammar School between 2003 and 2007. In 2011, she was the recipient of the South Australian Business Woman of the Year, Community and Government Award.

Fiona believes it is a sense of belonging that defines a school.

A School is a learning community. Regardless of interest or ability, every student should feel that they belong and are supported on their own journey to knowledge and fulfilment. If you set this standard, young people will embrace their opportunities and pursue excellence in everything they do.

### **Natalie Jensen**

**Head of Campus, MYP Coordinator**

**Preshil, Victoria, Australia**

**IB Programme/s of interest: MYP**

Natalie Jensen is Head of Campus at Preshil in Melbourne. She has a Masters Degree in Child and Adolescent Welfare and extensive experience working with and improving the welfare of young people. She has taught in PYP, MYP and DP schools in Australia and Copenhagen and has volunteered in Nepal and Africa where she supported local communities of educators.

Natalie began her journey at Preshil during the feasibility stage of the Middle Years Programme as the MYP Coordinator and has guided staff through candidacy and authorisation. She has delivered workshops for the IB and is a Workshop leader, School Visitor Team Member as well as a Reader for candidate schools seeking authorisation.

### **Briony Morath**

**IB Coordinator**

**Newington College, NSW, Australia**

**IB Programme/s of Interest: DP**

Briony is a passionate IB educator who has spent the last 16 years working with IB programmes in a variety of roles. She is currently the Head of IB Diploma Programme at Newington College, Sydney and teaches Economics and TOK. From 2010 to 2014, her roles with the IB included the IB Asia Pacific Associate Diploma Programme Manager the IB Development Manager for Australasia. She maintains her involvement in the IB community as an elected representative to the Standing Committee for IB Schools Australasia and is active in the NSW and ACT Diploma Programme Coordinators' network. In addition, she has been a Senior Examiner for Economics, is a current DP Workshop Leader, and has led School Authorisation and 5 Year Review Teams. She was a member of the review panel for the current TOK syllabus and was also writer and designer of the current TOK Teacher Support Material. She continues to be actively involved in writing workshops for the IB in a variety of areas.