The IBO Workflow Charts
Who does what when?

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1. The Annual General Meeting

The General Assembly

Meets once a year during IBO Competition (Annual General Meeting, AGM)

- Observer countries: Attend, but don’t vote
- IBO e.V. Office: Coordinate

The Agenda for the AGM

May ask Chair to add agenda items >2 weeks before AGM

- Sends invitation & draft agenda 4 weeks before AGM!

The SC & the SC Chair

- Appoints Minute secretary
- Composes & signs
- Signs off

Extraordinary General Assembly instituted by SC or 25% of members

- Constitute
- Send minutes to GA < 4 weeks after AGM
- Minutes must be accepted at next AGM
- Votes...
  - by secret ballot
  - remotely, if absent members require this
  - if >50% of eligible voters are present
  - on changes in AoA (¾ majority)
  - on dissolution of IBO (¾ majority)
  - all other issues, see AoA §10 with simple majority, Chair has tipping vote.
  - elects financial auditors & SC, see Ch.4

The minutes of the AGM
2. Point of Contact

- IBO e.V. Office
  - Coordinates major IBO tasks with SC
  - Helps SC carry forward IBO development

- Steering Committee (SC)
  - Coordinates IBO tasks with SC
  - Helps SC carry forward IBO development
  - Represents IBO towards outsiders and in court
  - Informs host to issue invitation
  - Answers questions, helps with requests

- Chair of the SC
  - Informs host to issue invitation

- IBO Treasurer
  - Oversees any finances and coordinates related discussion
  - Coordinates IBO tasks with SC
  - Helps SC carry forward IBO development

- Knowledge transfer between hosts

- Observer countries
- IBO members
- Future Host(s)
- Prior Host(s)
- Interested students, teachers
- Suspended and former IBO members
- Countries interested in joining IBO

- Interested countries
- IBO members
- Future Host(s)
- Prior Host(s)
- Knowledge transfer between hosts

- Any everyday IBO business

- Facilitates communication
3. Advisory Board Meeting

- Sends draft agenda and official letter of invitation 2 months before AB
- Sends meeting details, final agenda and all proposals 1 week before meeting
- Should attend - must pay own travelling costs
- May attend - must inform CC 1 month before AB of attendance
- Proposal may be contributed 2 weeks before AB - must pay own travelling costs

IBO CC
- Helps host organize & invite

IBO AB Host
- Organizes

The Advisory Board Meeting (AB)
- Assigned minutes secretary writes minutes and signs them
- SC chair co-signs

The minutes of the AB meeting
- Send to all IBO members & observers within 4 weeks after AB
- Minutes are approved at the next AGM

IBO Treasurer
- Oversees finances

The Annual General Meeting (AGM)
- The AB agenda

IBO members

New members (Observers)

The Steering Committee (SC)

The IBO e.V. Office

2 Prior Hosts

2 Future Hosts

IBO CC

IBO AB Host

The Advisory Board Meeting (AB)
4. Electoral matters

**The Annual General Meeting (AGM)**
- In secret ballot, elects for 4-year term with simple majority
  - Half the SC is refreshed every 2 years
  - Eligible are active members with $\geq 3$ years IBO experience
- The minutes of the AGM
  - Election documented in...

**The Steering Committee (SC)**
- Elects by simple majority for 2 years
  - Must be non-SC members
- Elect positions among themselves by absolute majority
- Chair
  - Deputy Chair
  - Treasurer
  - Secretary
  - Regular member 1
  - Regular member 2

**New members, suspension of members**

See chapter 8
5. Financial matters

- IBO assets
  - Insurance
- IBO assets
  - Insures actions of SC as granted by AoA
- The Steering Committee (SC)
  - Advises future hosts on financial risks, but is NOT liable for losses by the host
- Future Host(s)
- The IBO e.V. Office
  - limited authority granted by SC for daily business
  - members pay annual fees
  - Office supports treasurer in any of his/her work
- The IBO e.V. Office
  - IBO e.V. bank account
- The Coordination Center (CC)
  - is liable to members if transgressing its authorities
- IBO members
  - IBO Treasurer
    - oversees all finances
    - coordinated related communication
- Financial auditors
  - Checks correctness
  - composes
- IBO Treasurer
  - writes
- IBO Annual Financial Report
  - are reported at
  - The Annual General Meeting (AGM)
    - The AB meeting
- IBO Annual Financial Report
  - Annual Report of the Financial Auditors
    - IBO Treasurer
      - IBO e.V. Treasurer
        - oversees all finances
        - coordinated related communication
        - members pay annual fees
        - Office supports treasurer in any of his/her work
6. Gaining and losing membership status

Countries interested in becoming a member

- Can apply, if...
  - organizer of NBO
  - recognized by association or MoE
  - is authorized by NBO

The Chair of the SC

- Can ask current host to invite candidate as an...

Observer country

- After observing 1+ IBO...

The Annual General Assembly

- Can vote to exclude with 2/3 majority

Pending member

- Can accept observers as 'pending members' with simple majority

IBO member

- Gaining membership if...
  (1) annual fee paid
  (2) NBO description provided
  (3) AoA, Oper. Guidel., decisions of GA & SC accepted (IBO e.V. membership form)
  (4) up-to-date contact details provided
  (5) letter of support from MoE or similar provided

Suspended member

- Can send written appeal against suspension within 2 months

The Annual General Assembly

- Can vote to exclude with 2/3 majority

Excluded member

- Returns to observer status after 3+ years of absence

The IBO e.V. Office

- coordinates and assists SC in all processes concerning with membership

Suspension letter, incl. warning of exclusion

Payment reminder, incl. possibility of exclusion

If payments are late

If... (1) member damages IBO reputation or (2) gross or repeated breach of AoA or Op. Guidel.

If - 3 months after the payment reminder - dues are still not paid
7. Changes in IBO Documentation (AoA etc)

Chair of the SC

Can send suggestions for AoA changes 2 weeks before AGM

IBO members

Draft AGM agenda

Sends 4 weeks prior to AGM, ideally incl. proposed changes to AoA (the agenda point 'changes to §XX' is required, but not the specific text)

The Annual General Meeting (AGM)

The minutes of the AGM

Send to members <4 weeks after AGM

Minute secretary notes election results and enters final AoA wording into minutes

- Chair presents proposed changes to AoA,
- Changed § have to be read if not send to members beforehand

Final agenda for the AGM

- can accept, with ¾ majority, amendments
- or, with unanimous vote, changes that regard the objectives
- in the latter case, absent members have to agree to vote remotely

The Articles of Association

District court in Kiel & Notary

Later: Insurance companies, bank

* Any changes in the AoA have to be notarized and submitted to the district court in Kiel. This process has to be signed by all members of the SC and a German notary has to present the respective forms. The submission process has to include the minutes with the detailed voting results for the AoA changes included. For any notarization outside of Germany, an apostille is required for the acting notary

The Operational Guidelines
8. Research

Note:

This research workflow describes how any research conducted within IBO should be coordinated and approved by the SC. This document has been presented at the AB 2017 meeting, was taken up favorably, has been revised afterwards and has finally been approved by the AGM 2019.
9. Monthly IBO business meetings

Monthly video conference meetings in which the SC, CC and IBO discuss how to work on current issues - please contact IBO Office if you’d like to join to discuss urgent issues.
10. Becoming an IBO host country

At least 3 years before hosting, members interested in becoming a host must apply to SC with:
- support letter of MoE or similar
- proof support for financing by organizations
- name involved institutions, year, putative participation fee

Must approve a country for being host at least 2 years before the competition