The IBO Workflow Charts

Who does what when?

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Note: The purpose of these slides is to visualize key rules formulated in the IBO Association’s Articles of Association and Operational Guidelines and how they are interpreted and enacted by the IBO Steering Committee.

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IBO Office
Kiel
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1. The Annual General Meeting

The General Assembly

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

Observer countries

IBO e.V. Office

Coordination Center

IBO members

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

Composes & signs

Signs off

Extraordinary General Assembly instituted by SC or 25% of members

The minutes of the AGM

Minute secretary

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

Send minutes to GA < 4 weeks after AGM

Minutes must be accepted at next AGM

Attend, but don’t vote

constitute
2. Point of Contact

IBO Treasurer
- Oversees any finances and coordinates related discussion

Coordination Center (CC)
- Facilitates communication
- Any everyday IBO business

Steering Committee (SC)
- Coordinates major IBO tasks with SC
- Helps SC carry forward IBO development

Chair of the SC
- Requests becoming observer towards chair

IBO e.V. Office
- Facilitates communication

Observer countries
- Any everyday IBO business

IBO members
- Facilitates communication

Future Host(s)
- Knowledge transfer between hosts

Prior Host(s)
- Interested students, teachers

Countries interested in joining IBO
- Informs host to issue invitation

Suspended and former IBO members
- Requests becoming observer towards chair

Interested students, teachers
- Answers questions, helps with requests

Represented IBO towards outsiders and in court (currently: All SC members need to present (sign))
3. Advisory Board Meeting

IBO CC
- Helps host organize & invite

IBO AB Host
- Organizes
- Sends meeting details, final agenda and all proposals 1 week before meeting

The Advisory Board Meeting (AB)
- Assigned minutes secretary writes minutes and signs them
- SC chair co-signs
- Sends draft agenda and official letter of invitation 2 months before AB
- Must inform CC 1 month before AB of attendance
- Proposal may be contributed 2 weeks before AB
- Must pay own travelling costs
- Should attend IBO office

IBO members

New members (Observers)

IBO Treasurer
- Oversees finances

The Steering Committee (SC)

IBO e.V. Office

The IBO e.V. Office

2 Future Hosts

2 Prior Hosts

The Annual General Meeting (AGM)
- Send to all IBO members & observers within 4 weeks after AB
- Minutes are approved at the next AGM
4. Electoral matters

In secret ballot, elects for 4-year term with simple majority
- Half the SC is refreshed every 2 years
- Eligible are active members with &ge;3 years IBO experience

Elects by simple majority for 2 years
Must be non-SC members

Elect positions among themselves by absolute majority

See chapter 8

New members, suspension of members

The Steering Committee (SC)

The minutes of the AGM

Financial auditors

The Annual General Meeting (AGM)

Chair

Deputy Chair

Treasurer

Secretary

Regular member 1

Regular member 2
5. Financial matters

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

Observer country

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

The Annual General Assembly

The IBO e.V. Office

- coordinates and assists SC in all processes concerning with membership

The Steering Committee

- Can terminate membership on a 1 month’ notice towards...

Pending member

The Annual General Assembly

- Can vote to exclude with 2/3 majority

Excluded member

- Returns to observer status after 3+ years of absence

Gaining membership if ...

1. annual fee paid
2. NBO description provided
3. AoA, Oper. Guid., 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

AoA §5

Suspension letter, incl. warning of exclusion

- Can send written appeal against suspension within 2 months

Suspended member

- is reported at...

If payments are late

If...

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

Payment reminder, incl. possibility of exclusion

- If - 3 month after the payment reminder - dues are still not paid

If payments are late

- 3 month after the payment reminder - dues are still not paid

If…

- member damages IBO reputation
- gross or repeated breach of AoA or Op. Guidel.

Payment reminder, incl. possibility of exclusion

- Can terminate membership on a 1 month’ notice towards...

IBO member

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

The IBO e.V. Office

- coordinates and assists SC in all processes concerning with membership

The Annual General Assembly

- Can vote to exclude with 2/3 majority

Excluded member

- Returns to observer status after 3+ years of absence
7. Changes in IBO Documentation (AoA etc)

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

The Articles of Association

Draft AGM agenda

Final agenda for the AGM

District court in Kiel & Notary

Later: Insurance companies, bank

Can send suggestions for AoA changes 2 weeks before AGM

Chair of the SC

Sends to members <4 weeks after AGM

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

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

- can accept, with ⅜ majority, amendments
- or, with unanimous vote, changes that regard the objectives
- in the latter case, absent members have to agree to vote remotely

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)

Chair of the SC

IBO members

Can send suggestions for AoA changes 2 weeks before AGM

The Annual General Meeting (AGM)

The minutes of the AGM

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.

- The IBO e.V. Office
  - Sends agenda and reminder 1 week before meeting
  - Participate

- The Steering Committee (SC)
  - The Coordination Center (CC)
  - Can join in urgent cases

- The IBO monthly business meetings
  - For SC, CC, Office: Extensive internal meeting notes (including discussions)
  - For all IBO members: Summarized minutes, only relevant SC decision

- IBO members, suspended members, observers, hosts...
  - Sent to members within 4 weeks after IBO business meeting
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

Scheduled IBO Host Country

The Steering Committee (SC) presents at...

The Annual General Meeting (AGM)
11. Eligibility of students to participate in IBO

Hurdle 1: Person
- Age: Born July 1 or later of the competition year minus 20

Hurdle 2: Education
- Must be from "regular" secondary school (Unesco ISCED-11) of member country/region
- No diploma to study at university or equivalent institution before 1 Jan of competition year
- Must not study full-time at university (or equivalent)

Hurdle 2: NBO experience
- Must be winner of member NBO in the competition year
- Must not be trained in group(s) of <51 for more than 2 weeks
- Besides: Requirements for NBO design must be fulfilled (e.g., be accessible to students from all national public schools)

Hurdle 3: IBO experience
- Must have competed fewer than twice
- Must not have been observer or jury member

ISCED-code specifies qualification band (pre-university);
"Regular school" means public or private school that follows the national (science/biology) curriculum of the IBO member country.
This excludes foreign, international, IB schools etc. unless the national diploma is obtained in parallel.