

# ASSOCIATION OF INTERNATIONAL SCHOOLS IN AFRICA

# BY-LAWS



## **SECTION I      Address**

The business address of the Association shall be the address of the school which hosts the Executive Director. (10/93)

## **SECTION II      Meetings**

The Annual General Meeting (AGM) of the Association shall be held on a date specified by the Board of Directors in writing to member schools at least 120 days prior to the meeting. Special meetings of the Association and workshops may be called by the Board of Directors. (10/06)

## **SECTION III      Quorum**

- i) Board of Directors Meetings: a quorum will consist of five of the voting Board members present. (10/12)
- ii) Association Meetings: No quorum is required. Business will be conducted by a majority of full members present. (10/06)

## **SECTION IV      Procedures**

Meetings of the Association will be conducted according to Robert's Rules of Order, unless otherwise specified in the Articles of Association, By-Laws, or Policies of the Association. (10/93)

## **SECTION V      Membership Dues and Professional Event Fees**

- i) Annual membership dues shall be set by the Board of Directors and presented to the members of the Association at the Annual General Meeting. All such dues will take effect the following fiscal year. Annual dues are payable at the time of approval for new members and annually thereafter by June 30th. (09/18)
- ii) The Executive Director shall set the professional event registration fees dependent upon the estimated event costs. All professional event fees shall be payable at the time of registration. (09/18)

## **SECTION VI      Amendments to the Bylaws**

These By-Laws may be amended by a majority vote of the representatives of the member schools present and voting at the Annual General Meeting of the Association. (10/06)

## **SECTION VII      Audited Accounts of the Association**

A set of audited accounts shall be presented by the Treasurer at the Association's Annual General Meeting each year. (09/18)

**Adopted:**      **November 4, 1983**

<b>Revised:</b>	October 29, 1985	October 15, 1990
	October 20, 1989	October 28, 1993
	October 23, 1991	April 28, 2000
	April 30, 1999	April 27, 2002
	April 27, 2001	October 13, 2006
	October 1 2003	October 19, 2012y 5, 2018
	May 1, 2011	September 22, 2018