



THE BRITISH ASSOCIATION OF INDEPENDENT SCHOOLS WITH INTERNATIONAL STUDENTS (BAISIS)

CONSTITUTION

1. **Background.** The British Association of Independent Schools with International Students is a group of educational centres which provide a wide-ranging academic curriculum in the United Kingdom to students from other countries. Its members are drawn from independent schools, study centres and colleges. The Association exists to provide help in the form of training, development and mutual support to its members and for quality assurance purposes. Members should provide a supportive pastoral framework and quality academic environment for international students. Its mission is to share best practice in pastoral and academic provision for international students with a wide range of educational establishments and to represent members' interests to bodies such as the British Council and the UK Government.

2. **Founder Members.** The Association was founded in 1997 by the study centres of the following institutions:

Bedford School
Rossall School
Sherborne School
Taunton School

At this time the Association was known as AISC (The Association of International Study Centres).

3. **Members and Partnerships.** All institutions who fulfil the membership criteria may become members by application or invitation, followed by election to membership of the association by the Executive Committee. Before the Executive Committee accepts a new member, existing members of BAISIS must be informed of its intention to process a membership application so that members have an opportunity to inform any decision made by the Executive Committee.

Prospective members who do not fulfil the membership criteria may be granted provisional member status for a period of up to two years, during which time they must be visited by a BAISIS approved inspector. This inspection will determine whether each institution fulfils the criteria for membership. The institution must fulfil the criteria before it can be elected to full membership or, after a period of two years, end its links with BAISIS. Schools, study centres and 6th form colleges may apply for membership but universities are not eligible.

In addition, BAISIS may form partnerships with other organisations whose aims and objectives are aligned to those of BAISIS. Such partnerships must be agreed by the Executive Committee only after members have been informed and had time to respond. A majority of two-thirds of the Executive Committee will be required for a partnership to be formed.

All full and provisional members must pay the subscription fee (if any) set annually by the BAISIS Executive Committee. Membership may be terminated by the BAISIS Executive Committee for failure to pay fees or for a lapse in the standards of any member.

Individual persons who have made a significant contribution to BAISIS may be invited by the Executive Committee to be Honorary Members of BAISIS. They may attend the AGM and the Annual Conference at their own expense but are not eligible to vote.

It is expected that members will nominate an appropriate representative to BAISIS such as the Principal or Head, the Director of their study centre or EAL department, their Head of Boarding or their coordinator for international students.

4. **Purposes of the Association.** The purposes of BAISIS are:

- a) To help all members to provide the most supportive teaching and best possible pastoral care possible to international students
- b) To act as a quality assurance to international students and their agents by admitting as full members only those institutions who fulfil the criteria outlined in this constitution.
- c) To promote staff development and training and other joint initiatives
- d) To act as a channel of communication between members for their mutual support and for the sharing of best practice in the education of international students
- e) To represent the interests of members to bodies such as the British Council and the UK Government

5. **Membership Criteria.** The employing institution of each member should be inspected and accredited by one or more of the following bodies:

- a) Independent Schools Inspectorate (ISI)
- b) Council of International Schools (CIS)
- c) British Council (BC) as an International Study Centre
- d) Office for Standards in Education, Children's Services and Skills (OFSTED)

Where such accreditation does not exist, prospective members may apply for inspection by BAISIS or supply evidence of inspection by other bodies which will be considered by the Executive Committee.

As a general rule prospective members should

- Offer an academic programme including a range of curriculum subjects
- Have reliable methods of academic assessment using indicators recognisable in the UK educational system (usually by reference to standardised tests) according to the age of the student and level of study
- Offer high standards of pastoral care, including – where boarding is provided – the provision of 24-hour residential cover by responsible adults based on the boarding house model and an appropriate and age-specific leisure programme
- Keep to or exceed minimum standards with regard to the fabric of buildings and to medical cover as for any boarding house within an Independent School Council school

- Include some element of explicit instruction into the discipline and culture of British boarding school / college life and of British culture in a wider sense
- Embrace and include the cultures of its international student body into the institution's own academic and pastoral programmes, showing respect for diversity

6. Other Requirements.

- a) The promotional literature of a member of BAISIS should be factually accurate.
- b) Members of BAISIS must conform to the BAISIS code of conduct in their dealings with other BAISIS members and Independent School Council Schools.

7. Meetings of BAISIS. Termly meetings and an Annual General Meeting of BAISIS shall be held each year. Meetings shall be convened by the Executive Officer, who shall also take the minutes, copies of which shall be presented to the full members of BAISIS at the next meeting. In addition, there may be training and development sessions either after these meetings or at separate meetings for teachers.

All members of BAISIS, both Full or Provisional, may attend with more than one representative if wished, but only one representative of each full member of BAISIS may vote. The representative(s) of any member institution should leave the meeting if their membership is to be discussed.

Each year a BAISIS Executive Committee will be elected comprising a minimum of three and maximum of six representatives from full member schools. Officers will be elected including a Chairman, Deputy Chairman and such other officers as may be required. Officers shall be drawn from full members of BAISIS. The normal period of service for Executive Committee Officers shall be three years, subject to ratification in each of the three years. After six years a former officer shall not be eligible to serve in the same capacity for a further two years.

The Executive Committee will appoint a General Secretary and an Executive Officer to support the work of BAISIS on a salaried basis and these roles are not subject to a set period of service.

The Executive Committee will take all day-to-day decisions on behalf of BAISIS and can be convened as appropriate to discuss urgent, constitutional or procedural matters. It shall have a maximum of six and a quorum of three members, drawn from the full members of the association. Two of these members shall be the association Chairman and Deputy Chairman ex-officio. The Chairman may co-opt others onto the Executive Committee on occasion and for a specific reason. Meetings of the Executive Committee shall be convened by the Executive Officer, who shall also take the minutes, copies of which shall be presented, for information, to the full members of BAISIS at the next meeting.

8. Revision of Constitution. This constitution may be amended or revised at the Annual General Meeting of BAISIS, subject to a minimum of two weeks' notice of any proposed change being given by circulation to all members of BAISIS. A two-thirds majority of representatives of full members of BAISIS present and voting shall be required for any amendment to succeed. Each full member of BAISIS shall be entitled to one vote at the BAISIS AGM.

Julian Baker, Chairman BAISIS
March 2017

Based upon AISC Founding Statement (1998), BAISC Constitution (2006, 2010, 2013) and BAISIS Constitution (2015)