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EARCOS Executive Director
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OUTLINE FOR THE EARCOS MEMBERSHIP APPLICATION

Membership in EARCOS is open to elementary and secondary schools of international character in East Asia, using English as the primary language of instruction and governed by their own school boards or other competent authorities, and to other organizations, institutions, and individuals interested in the objectives and purposes of the Council. These purposes and objectives are:

- To promote intercultural understanding and international friendship through the activities of Member Schools;
- To broaden the dimensions of education of all Member Schools involved in the Council in the interest of a total program of education;
- To advance the professional growth and welfare of individuals belonging to the educational staff of Member Schools;
- To facilitate communication and cooperative action between and among all Member Schools; and
- To cooperate with other organizations and individuals pursuing the same objectives as EARCOS.

1.0. Membership

There shall be four categories of membership: Regular, Affiliate, Associate Institutional, and Associate Individual.

- 1.1. Regular Members shall be those elementary or secondary schools, located in the geographical area commonly known as East Asia, which meet all membership standards of the Council and have successfully operated for a minimum of three consecutive years.
- 1.2. Affiliate Members shall be those elementary or secondary schools, located in other geographical areas, which meet the same membership standards as regular members and which are demonstratively international or internationally minded in style and substance. Affiliate Members shall have access to professional learning events and student conferences according to procedures established by the Board of Trustees, but shall not be entitled to other EARCOS services and shall not have voting privileges.
(Regular and Affiliate membership shall be reviewed every three years. Kindergartens and pre-schools with no elementary programs are not eligible for membership.)
- 1.3. Associate Institutional Members shall be those educational institutions, organizations and companies accepted by the Board of Trustees who are interested in supporting the purposes of EARCOS. Elementary and secondary schools are not eligible for Associate Institutional Membership. Associate Institutional Members are afforded all services of the Council except voting privileges.

- 1.4. Associate Individual Members shall be those individuals accepted by the Board of Trustees who are interested in supporting the purposes of the Council. Associate Individual Members are afforded all services of the Council except voting privileges.

2.0. Membership Protocol

- 2.1. Eligibility for membership is contained in the EARCOS By-Laws.
- 2.2. Schools with multiple sites shall be eligible if they meet the following criteria:
 - 2.2.1. The governance structure and membership is the same.
 - 2.2.2. The guiding principles – mission, vision and values – is the same and are implemented with the same fidelity at each site.
 - 2.2.3. The license/legal framework under which the sites operate are the same.
 - 2.2.4. The finances of each site are managed and reported as part of one organization. (Separate budgets for each site are acceptable.)
 - 2.2.5. Each site is part of one clear overall school infrastructure (demonstrated by, example, organizational chart, sharing of facilities and personnel, IT, human resources services).
 - 2.2.6. Salaries, benefits, and contracts are the same and similar recruitment criteria are applied.
 - 2.2.7. The curriculum and its leadership are the same across sites.
 - 2.2.8. Student support services are broadly similar.
 - 2.2.9. The admissions policy is uniform across all sites.
 - 2.2.10. Members of the school community on all sites act like they belong to the same school.
 - 2.2.11. All campuses are located in the same country.

Notes:

Distance from original campus, student demographics and internal transfer policy allowing fluid movement among sites should not be inhibitors to acceptance of a multiple site school.

Other considerations:

Accrediting organizations treatment of multiple sites; organization and congruency of professional development, student activities and events across sites; purpose/s for expanding to multiple sites; overall connectedness and collaboration of students, parents and staff across sites; extent to which resources are shared across sites.

- 2.3. The Executive Director will develop membership enrollment forms stating current fees and payment procedures and asking such information as may be required for the Council records. Membership enrollment forms shall contain a statement that members are asked to pay in U.S. dollar checks drawn on U.S. banks. Application information shall be forwarded to prospective members upon request. Forms for membership renewal shall be sent to all members each year. The Executive Director shall receive and deposit membership funds, maintain records of membership and dues paid, and report membership to the Board.
- 2.4. Membership dues are established annually by the Board of Trustees. Dues are payable in full by August 1 of each year.
- 2.5. All Regular Member Schools that have paid annual dues in full are eligible to avail of all Council activities and services.
- 2.6. All Affiliate Member Schools that have paid annual dues in full are eligible to avail of professional development activities and student conferences, according to procedures established by the Board of Trustees.
- 2.7. Membership may be terminated or suspended by a simple majority vote of the Board. Just cause shall be failure to abide by the provisions of the Council's Constitution and By-Laws and/or the policies adopted by the Board. In such cases, prior notice of proposed termination or suspension and reasonable opportunity to

respond to a statement of cause will be afforded the Member.

2.8. Application and Review Process

2.8.1. Application and Review Process

All materials should be processed using the digital application, which is available on the EARCOS website. The completed application for Regular and Affiliate Membership will include:

- 2.8.1.1. A copy of the institution's charter, by-laws, and admission requirements.
- 2.8.1.2. A copy of the school's philosophy and access to the school's program of instruction and curriculum. An assurance that opportunities for students to participate in a range of extra/co-curricular activities shall be made by the headmaster. This written statement should include assurance that competitive and non competitive sports, service and other activities are available to students.
- 2.8.1.3. Breakdowns of student composition by grade level and nationality and faculty composition by name, nationality, degree and degree granting university/college.
- 2.8.1.4. Evidence that the school has been in operation for at least three full academic year.
- 2.8.1.5. A copy of the school's end-of-year financial report (preferably a current audit report).
- 2.8.1.6. A statement of reasons for wishing to join EARCOS.
- 2.8.1.7. Evidence of the applicant's "fully" accredited status.
- 2.8.1.8. The completed application form for EARCOS Membership.
- 2.8.1.9. Application fee of U.S. \$250

2.8.2. Review Process

- 2.8.2.1. Upon receipt of all required documentation, the Executive Director will review the application packet.
- 2.8.2.2. If documentation is complete, the Executive Director, the Assistant Director and/or a Board Trustee will visit the applicant school - at the expense of the applicant, in order to ascertain the school's compliance with EARCOS Membership Standards.
- 2.8.2.3. The Membership Committee Chair will report to the Board as to whether the school meets the criteria for membership.

2.8.3. Approval Process

The Board of Trustees will take action on membership applications at the regularly scheduled meetings of the Board in November and in April. The Board may delay its decision if additional information is warranted. The school requesting membership will pay all costs incurred in the application process.

All application materials should be sent via digital application upload and such process is available on EARCOS website. The final completed application will be distributed to the Executive Director of EARCOS, Brentville Subdivision, Barangay Mamplasan, Biñan, Laguna 4024 Philippines. **A non-refundable U.S. \$250.00 application fee is required in order to process this application.**

3.0. Annual Membership Fee Schedule

3.1. New Applicants

A U.S. \$250 non-refundable application fee is required in order to process this application. **Please do not send the annual membership fee with this application.** The membership fee will be payable in full (see fee schedule below) as soon as the school has been accepted by the Board of Directors.

3.2. Membership Fees for Regular and Affiliate Members

<u>Peak Enrollment</u>	<u>DUES IN U.S. \$.</u>
0 — 100	\$ 700
101 — 200	\$ 1,080
201 — 300	\$ 1,515
301 — 400	\$ 1,740
401 — 500	\$ 2,055
501 — 600	\$ 2,160
601 — 800	\$ 2,600
801 — 1,000	\$ 3,245
1,001 — 1,500	\$ 4,115
1,501 — 2,000	\$ 5,405
2,001 — 2,500	\$ 5,950
over — 2,500	\$ 6,490

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