

Rules of Procedure of the Administrative Board

Association of the Parents of Pupils at the European School Brussels IV,

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These Rules of Procedure of the Administrative Board have been adopted by the General Assembly of the Association of the Parents of Pupils at the European School Brussels IV, on dd mm yyyy under the provisions of Article 11.17 of the Association's Statutes.

18 May 2017

SCOPE

- Rule 1.** These Rules of Procedure apply to the proceedings of the Administrative Board, and that of any committee or working group that it may establish, of the Association of the Parents of Pupils at the European School Brussels IV, hereinafter known as "the Association".
- Rule 2.** These Rules of Procedure shall enter into force on the day of their approval by the General Assembly, following their adoption by the Administrative Board. They shall be published on the Association's website.
- Rule 3.** These Rules of Procedure are without prejudice to, and shall not derogate from, the applicable provisions of Belgian Law or from the provisions of the Association's Statutes.

MEETINGS

- Rule 4.** The Administrative Board shall meet at least seven times a year. Meetings shall be convened by the President by email, web-alert or ordinary post. Additional meetings may be convened at the request of at least one-fifth of the members of the Administrative Board.
- Rule 5.** The President may invite the Members of the Association and staff to attend, as observers, relevant parts of the Administrative Board's meeting. They may take part in the discussion of an item which interests them upon request to, and with the prior authorization of, the President.
- Rule 6.** Meetings of the Administrative Board should not be held on a day/week when the European Parliament meets in Strasbourg.
- Rule 7.** The working languages of the Administrative Board shall be the English language and/or the French language, in accordance with the Statutes, at the discretion of the President.
- Rule 8.** The proceedings of the Administrative Board may be recorded, at the discretion of the President.

PROTECTION OF CONFIDENTIALITY

Rule 9. In accordance with the provisions of the Statutes, the members of the Administrative board shall protect the confidentiality of all information, in particular personal data, that they may receive through their work for the Association, and shall sign a declaration to this effect upon taking office.

A template Declaration is attached at Annex.

PRINCIPLE OF NON-CONFLICT OF INTEREST

Rule 10. If a member of the Administrative Board has a potential or actual direct or indirect conflict of interest regarding a decision of the Board or work coming under its responsibility, he/she is obliged to inform immediately the President. The President shall examine facts and circumstances, hear the views of Board members and persons concerned in advance, and shall report to the Board in the most appropriate manner, before any decision is taken.

A conflict of interest may arise if the member of the Administrative Board or a close family member may derive a benefit; or if they have a financial interest, professional interest or are a partner, director, officer, board member, or trustee of an entity to whom the Administrative Board's matter relates; or if they are otherwise directly or indirectly interested in the matter.

Rule 11. Where a member of the Administrative Board has information about any potential or actual direct or indirect conflict of interest implying any other member of the Board, he/she shall immediately inform the President. The President shall examine all facts and circumstances, hear the views of Board members and persons concerned in advance, and report to the Board in the most appropriate manner, before any decision is taken.

Rule 12. Where the President of the Association has a potential or actual direct or indirect conflict of interest, he/she shall immediately inform the Vice-Presidents, who shall examine all facts and circumstances, hear the views of Board members and persons concerned in advance, and shall report to the Board in the most appropriate manner, before any decision is taken.

Rule 13. The Administrative Board, acting in the interests of the Association, may decide by a two-thirds majority of all its members to suspend the right to vote of the member concerned regarding decisions likely to be affected by the potential or actual direct or indirect conflict of interest.

QUORUM

Rule 14. There shall be a valid quorum within the Administrative Board if at least half of its members plus one are present.

Rule 15. The Secretariat shall maintain a registry of absences from the Administrative Board's meetings. Should the Secretary be absent, the President may appoint a Board member to note the attendance at the meeting.

Rule 16. Where a member of the Administrative Board is unable to attend a meeting, he or she may give their vote by proxy to another Board member. No single Board member can hold more than three (3) proxy votes at any given meeting.

Rule 17. The Administrative Board's decisions shall be valid if at least half of its members plus one attend or are represented. In case of parity of votes, the President shall have the casting vote.

AGENDA

Rule 18. The draft agenda for the Administrative Board shall be sent no later than one week before the Board meeting.

Rule 19. The draft agenda shall be structured as follows, in descending order of priority:

- i) Items for Decision.
- ii) Items for Information, such as:
 - a. Reports of the Board members responsible for Transport, Canteen and Extra-curricular School activities;
 - b. Financial and administrative matters for information;
 - c. Any relevant information relating to any committees and/or working Groups established by the Board;
- iii) Procedural items, such as:
 - d. Points for possible inclusion on the agenda of next Board meetings;
 - e. Calendar of meetings;
 - f. Any other business.

Rule 20. Members of the Administrative Board may propose, as early as possible prior to the meeting, items for inclusion on the draft agenda for discussion and/or decision by the Board. The President will submit these proposals to the Administrative Board for consideration prior to the meeting.

Rule 21. Where the draft agenda is modified, the President shall inform the Board as early as possible prior to the meeting.

Rule 22. Documentation shall be submitted to the Administrative Board in the English language or the French language, in accordance with the provisions of the Statutes. Board documents that are available in either English or French are in principle not translated, unless there is a specific need, such as legal requirements under Belgian law.

VOTING – AT MEETINGS

Rule 23. The members of the Administrative board shall adopt decisions by simple majority of the members present or represented, unless otherwise provided.

Rule 24. Rule 17 applies for quorum and casting vote.

- Rule 25.** The Administrative Board may vote by:
- i) a show of hands;
 - ii) by electronic voting;
 - iii) by secret ballot where confidentiality is essential, such as suspension of the right to vote in the event of a conflict of interest, staff cases, etc.
- Rule 26.** The President shall communicate to the Board members the results of the vote.

VOTING - WRITTEN PROCEDURE

- Rule 27.** The Administrative Board may decide to launch a written procedure for adopting a decision. This can be done only in urgent cases and only after there has been a discussion in the Board and/or the issue has been clearly addressed by the Board. A written procedure may be launched by a simple majority vote.
- The President shall have overall responsibility for launching the written procedure and the deadline for reply shall be set at three (3) working days. The deadline may be extended by a maximum of two (2) working days, at the President's discretion.
- Rule 28.** The decision launched by written procedure is deemed to be adopted, unless the majority of Board members, as set out in the statutory provisions or in these rules, object thereto (silent written procedure).
- The President shall inform the Board members in writing of the outcome of the written procedure within three (3) working days of the deadline for reply having elapsed.

DECISIONS OF THE ADMINISTRATIVE BOARD

- Rule 29.** The decisions taken by the Administrative Board shall be recorded by the Secretariat in either the English language or the French language, in accordance with the provisions of the Statutes. Should the Secretary be absent or not represented, the President may appoint a Board member, before the start of the meeting, to record the decisions.
- Rule 30.** The decisions shall be circulated in draft form by the Secretariat to the President and the members of the Administrative Board within three (3) working days following the meeting of the Administrative Board.
- Rule 31.** The decisions shall be finalized and approved by the President who chaired the Board meeting within ten (10) working days following the meeting.
- Rule 32.** Ultimate responsibility for finalization and approval of the decisions rests with the President.
- Rule 33.** Decisions taken by the Administrative Board shall be maintained in a register signed by the President and the Secretary, and kept by the Secretariat who will make them available to the members of the Association via its website.

MINUTES OF THE ADMINISTRATIVE BOARD

- Rule 34.** The minutes of the Administrative Board shall be recorded by the Secretariat in either the English language or the French language, in accordance with the provisions of the Statutes. Should the Secretary be absent or not represented, the President may appoint a Board member, before the start of the meeting, to take the minutes.
- Rule 35.** The minutes of the Administrative Board shall be structured as follows:
- i) Items for Decision.
 - ii) Items for Information, such as:
 - a. Reports of the Board members responsible for Transport, Canteen and Extra-curricular School activities;
 - b. Financial and administrative matters for information;
 - c. Any relevant information relating to the any committees and/or working Groups established by the Board;
 - iii) Procedural items, such as:
 - d. Points for possible inclusion on the agenda of next Board meetings;
 - e. Calendar of meetings;
 - f. Any other business.
- Rule 36.** The Secretariat shall circulate the draft minutes to the President and members of the Administrative Board within three (3) weeks from the date of the administrative board meeting.
- Rule 37.** Any amendments to the minutes should be sent to the President and circulated to the members of the Administrative Board in writing at least three (3) working days before the next Board meeting.
- Rule 38.** The minutes of the Board meeting shall be adopted at the next board meeting by simple majority vote. Ultimate responsibility for finalization and approval of the Board minutes rests with the President.
- Rule 39.** The minutes of each Administrative Board meeting, when approved by the President, shall be published on the Association's web site. The minutes shall clearly indicate the decisions taken by the meetings.

REQUESTS FOR ACCESS TO DOCUMENTS AND/OR INFORMATION

- Rule 40.** The Administrative Board shall adopt the Association's policy on access to documents and information.
- Rule 41.** Requests for access to documents and/or information that are necessary for the execution of their function, that are made by any member of the Administrative Board shall in principle be granted, unless confidentiality or special circumstances indicate otherwise.

In the latter case, the request will be brought to the attention of the President of the Administrative Board who shall seek the consent of the parties directly

concerned before authorizing disclosure of documents and/or information of a confidential or personal nature.

The President may also, initiate, within two (2) working days, a consultation procedure involving the relevant members of the Administrative Board and/or relevant Members of the Association as appropriate. This consultation will end with a decision of the Administrative Board taken by a simple majority vote. The President shall have a casting vote.

Rule 42. The Administrative Board's decision shall duly take into account any remarks submitted by all those who contributed to the content and the management of the requested document and/or information. The decision shall be notified to the member of the Administrative Board who had made the request no later than ten (10) working days from the date of the request.

Rule 43. The Board shall have discretion to review its decision where circumstances so warrant. In such cases, the Board shall decide within a month from the date of its first decision whether or not to review its original decision.

Rule 44. Requests for access to documents and/or information from any Member of the Association, and other interested parties, have to be made through the President of the Administrative Board.

The President shall initiate, within two (2) working days, a consultation procedure with the appropriate member(s) of the Administrative Board.

Following this consultation, the President shall then decide on the request.

The President' decision shall duly take into account any remarks submitted by all those who contributed to the content and the management of the requested document and/or information.

The Administrative Board shall strive to respond within thirty (30) working days to such requests for access to documents and/or information. Where the President deems the request to be urgent, a response should be sent within ten (10) working days.

Rule 45. Access to non-confidential documents which are not on the Association's website may be granted through on-site visits and by taking notes or copies of those documents, as appropriate, subject to the provisions of the Statutes.

Rule 46. The Secretariat shall maintain a registry of requests from Members of the Association for access to documents and/or information, addressed to the Administrative Board.

ARCHIVE OF LEGALLY-RELATED CORRESPONDENCE

Rule 47. The Secretariat shall maintain an archive of legally-related correspondence addressed to, and sent by, the Association.

Rule 48. The archive shall be kept on a secure site to which access will be granted by the Secretary following consultation with the President.

Rule 49. The archive shall be maintained for at least five (5) years.

PRINCIPLE OF NON-REMUNERATION, REFUND OF EXPENSES

Rule 50. Board members as individuals or stakeholders in a legal entity may not undertake any activity related to the Association's tasks against remuneration.

Rule 51. Expenses of up to a maximum of €300 per school year, that are directly and necessarily incurred by the President and each member of the Administrative Board may be refunded on the basis of receipts and the provision of an associated written justification for the expenditure. Such amounts shall be shown clearly in the accounts which are submitted to the General Assembly.

FUNCTIONS OF THE PRESIDENT

Rule 52. The President, in association with the members of the Administrative Board as appropriate:

- i) ensures coherence and continuity of the Association's activities;
- ii) supervises the implementation of the annual work programme and of the annual budget;
- iii) supervises the Association's activities, including the associated use of funds;
- iv) contributes to the swift functioning of the Administrative Board by maintaining close co-operation with the Vice-Presidents, the Board members and staff;
- v) chairs the meetings of the Administrative Board;
- vi) chairs the meetings of the Executive Committee;
- vii) supervises the preparation of the Board's annual activity report and presents it to the General Assembly;
- viii) leads the Association's external representation;
- ix) maintains ongoing dialogue with the School Directorate and participates in the work of relevant school bodies, as appropriate;
- x) signs conventions with the school on behalf of the Board and co-signs the Association's contracts, with the exception of contracts relating to the recruitment of temporary staff.

The President may delegate these tasks to the Vice-Presidents, the Treasurer and/or other members of the Administrative Board, as appropriate.

Rule 53. On a decision of the Board, the President may undertake other tasks on behalf of the Administrative Board, as appropriate.

THE EXECUTIVE COMMITTEE

Rule 54. The Administrative Board shall appoint the Executive Committee from amongst its members, by simple majority of the attending or represented members:

- A President, who is also the President of the Administrative Board;
- A Vice-President for Educational affairs;
- A Vice-President for Administrative affairs;
- A Vice-President for Communications, Events and Public Relations;
- The members of the Administrative Board in charge of the three operational departments of the Association: Transport, Canteen and Extracurricular school activities.
- A Treasurer;
- A Secretary.

Rule 55. The Executive Committee may be enlarged by the inclusion of two (2) additional members of the Administrative Board, as required.

Rule 56. The Vice-President responsible for Educational affairs:

- i) leads and follows up the Association's activity in all educational matters;
- ii) liaises with the School in these matters;
- iii) listen objectively to and represents parents' proposals within existing bodies;
- iv) consults with parents from different cultural backgrounds to ensure that their ideas are heard;
- v) follows up on all pedagogical aspects including related funds.

Rule 57. The Vice-President responsible for Administrative affairs:

- i) leads and follows up the Association's staff policy;
- ii) ensures the lawful preparation, conclusion and execution of work and service contracts, including following tender procedures;
- iii) supports the Treasurer in overseeing the Association's accounts.

Rule 58. The Vice-President responsible for Communications, Events and Public Relations:

- i) leads the implementation of the Association's internal and external communication and Information Technology networks and hardware policies;
- ii) liaises with the School in these matters;
- iii) maintains open communication with parents and students through all appropriate means, including by regularly updating the website.

Rule 59. The members of the Administrative Board in charge of the three operational departments of the Association: Transport, Canteen and Extracurricular school activities:

- i) lead sector-specific working groups
- ii) oversee the implementation of the Association's policies, as agreed by the Administrative Board, in relation to their respective sectors
- iii) work in close cooperation with the Association's staff, in particular the Office Manager(s) concerned;
- iv) keep the Executive Committee, and/or the Administrative Board as required, informed about all policy and staff developments;
- v) prepare draft decisions for approval by the Executive Committee, and/or the Administrative Board as required;
- vi) co-operate closely with the Treasurer, the Director and the Office Manager(s) concerned in monitoring the draft estimates of revenue and expenditure for their sectors on at least a monthly basis.

Rule 60. The Treasurer:

- i) applies the principle of getting the best value for money;
- ii) provides financial planning, programming and analysis
- iii) monitors the Association's orders and payments in cooperation with the Association's staff, external accountants and auditors;
- iv) monitors all of the Associations' accounts and funds;
- v) signs authorisations for payment based on the procedures stipulated for each account;
- vi) informs the President of any potential issues requiring prompt intervention and discussion within the Board.

Rule 61. The Secretary:

- i) maintains the secretariat for the Administrative Board, Executive Committee and related meetings in accordance with the provisions of the Statutes and associated Rules of Procedure;
- ii) conducts any other secretarial tasks as required under the Statutes and associated Rules of Procedure.

The Secretary may be assisted by another member of the Board and/or a member of the Association's staff.

MEETINGS OF THE EXECUTIVE COMMITTEE

Rule 62. The Executive Committee shall meet:

- i) at least once every two months;
- ii) within the 10 days preceding a General Assembly;
- iii) at the request of a member of the Administrative Board, and subject to a majority vote.

- Rule 63.** The members of the Administrative Board in charge of the three operational departments of the Association: Transport, Canteen and Extracurricular school activities, and any other working group or committee that may be created within the Association, shall present to the Executive Committee their activity reports and any other information required by the Executive Committee.
- Rule 64.** The Executive Committee may invite the Director of the Association and any other interested party to attend its meetings on request.
- Rule 65.** The Executive Committee, in association with the Secretary to the Administrative Board, shall prepare the draft agendas for meetings of the Administrative Board.
- Rule 66.** The key points of the proceedings of the Executive Committee meetings shall be prepared by the Secretariat and submitted to the Administrative Board within fifteen (15) working days following the Executive Committee meeting concerned. The key points, when seen by the Administrative Board, will then be published on the Association's website.
- Rule 67.** The working languages of the Executive Committee shall be in accordance with the provisions of the Statutes.

COMMITTEES

- Rule 68.** The Administrative Board may establish committees for specific purposes. The nomination of such committees shall be formalized through a decision taken by the Administrative Board. Any changes to the committee shall be formally notified to the Board.
- Rule 69.** All committees established by the Administrative Board shall act at all times under the Administrative Board's delegated authority, accountability and collective responsibility.
- Rule 70.** Any designed committee may appoint a committee accountant to be in charge of financial matters. The function of Treasurer shall apply only to the Administrative Board position.
- Rule 71.** The Administrative Board shall maintain a general residual competence for all matters. Where the Administrative Board has delegated responsibility for particular activities to a committee, that delegation shall not prevent the Board from tracking closely relevant developments and adopting decisions, where appropriate, following consultation with the committee concerned.
- Rule 72.** The Administrative Board may revoke its delegated authority to any committee at any time and assume direct responsibility for the work hitherto undertaken by that committee.
- Rule 73.** The Administrative Board shall retain oversight and control of any funds managed by a committee. The Administrative Board shall be accountable to the General Assembly for the proper use of those funds.

Rule 74. The Administrative Board may designate member(s) of the Board to oversee any committee that has been established by the Administrative Board.

Rule 75. The members of the Administrative Board in charge of the three operational departments of the Association: Transport, Canteen and Extracurricular school activities, and any other working group or committee that may be created within the Association, shall be responsible for:

- i) ensuring the daily and medium-term management of each activity;
- ii) keeping the Administrative Board informed about all policy and staff developments;
- iii) preparing draft decisions for approval by the Board;
- iv) cooperating closely with the Treasurer in monitoring the draft estimates, on a monthly basis, of the revenues and expenditure of their activity;
- v) preparing the draft financial statements for each activity, in association with the Treasurer and Association Staff concerned;
- vi) co-signing all work and service contracts involving their activity;
- vii) participating in meetings of the Executive Committee and presenting regular activity reports to the Executive Committee and the Administrative Board, as appropriate.

Rule 76. The Administrative Board shall be responsible for taking any formal decision relating to the work of the committee. Each committee may use a written procedure for the adoption of decisions or common position, especially where an urgent decision is needed. The minutes of the committee meeting, which are submitted to the Administrative Board, shall mention where a written procedure was used and the outcome of the result.

Rule 77. Members of the Association and staff may attend committee meetings and participate in the discussion of an item which interests them upon request to, and with the prior authorization of, the chair of the committee concerned.

Rule 78. The Secretariat shall maintain and keep updated the list of members for any committees established by the Administrative Board, and shall publish them on the Association's website.

WORKING GROUPS

Rule 79. The Administrative Board may establish working groups for specific purposes. The nomination of working groups shall be formalized through a decision taken by the Administrative Board. Any changes to the working group shall be formally notified to the Board.

Rule 80. All working groups established by the Administrative Board shall act at all times under the Administrative Board's delegated authority, accountability and collective responsibility.

- Rule 81.** The Administrative Board shall maintain a general residual competence for all matters. Where the Administrative Board has delegated responsibility for particular activities to a working group, that delegation shall not prevent the Board from tracking closely relevant developments and adopting decisions, where appropriate, following consultation with the working group concerned.
- Rule 82.** The Administrative Board may revoke its delegated authority to any working group at any time and assume direct responsibility for the work hitherto undertaken by that working group.
- Rule 83.** Members of working groups should have proven expertise and interest in the subject for which the working group has been established.
- Rule 84.** Working groups deliberate by consensus, but do not have the power to take final decisions. They report on the outcome of their meetings to the chair of the committee concerned, so that the committee discusses the matter and adopts a formal position or decision within its remit of delegated powers. The chair shall refer to the working groups' reports in the committee's minutes to the Administrative Board.
- Rule 85.** Working groups may be chaired by a Board member or by a Member of the Association with the prior approval of the Administrative Board. The total number of participants in any working group should not exceed five (5) persons, except by prior agreement with the Board.
- Rule 86.** Working groups may invite interested members (e.g. parent volunteers) to assist them in their deliberations. At all times, the working group retains responsibility for the work and decisions made.
- Rule 87.** Participation in a working group may vary over time. New members may replace those resigned and fill any vacant posts. The Secretariat shall maintain and keep updated the list of members for each working group established by the Administrative Board, and shall publish them on the Association's website.
- Rule 88.** Members of the Association and staff may attend working group meetings and participate in the discussion of an item which interests them upon request to, and with the prior authorization of, the chair of the working group concerned.

SOCIAL FUND

- Rule 89.** The Social Fund, which is hereby established by the Administrative Board, has as its purpose to provide assistance to members of the school community in cases of proven financial hardship.
- Rule 90.** Financial or other assistance may be provided for access to Association services (canteen, transport or extra-curricular activities) or for specific items of expenditure including, but not limited to, school trips or equipment/materials for use in school.

- Rule 91.** The Administrative Board will determine the eligibility criteria, in association with the School. These criteria, together with the details of any supporting documentation that may be required, shall be published on the Association website and on the online application form.
- Rule 92.** The Administrative Board will establish a Social Fund Committee to administer its Social Fund. It will comprise a minimum of three (3) and a maximum of seven (7) members, at least two of whom will be a representative of the School. The Administrative Board shall appoint one of its members as the Chair of the Social Fund Committee, and will nominate the remaining members.
- The Treasurer can attend meetings of the Social Fund Committee.
- Rule 93.** Due to the confidential nature of the Social Fund, the names of the members of the Social Fund Committee shall be kept confidential within the Board.
- Rule 94.** Applications for funding from the Social Fund, together with the requisite supporting documentation, must be submitted to the Social Fund Committee either directly by the school, or by the applicant using the application form provided on the Association's website. This shall be a secure webpage to protect the confidentiality of the applicant.
- Rule 95.** The Social Fund Committee shall ensure the protection and confidentiality of any information submitted.
- Rule 96.** Applications for funding for specific items of expenditure should be submitted as early as possible, and preferably at least one calendar month before the funds are required. Retroactive funding may be granted in duly justified circumstances.
- Rule 97.** The Social Fund Committee shall evaluate the applications according to the eligibility criteria, shall ensure to the fullest extent possible that there is no risk of double-funding or that there are no other possible sources of financial assistance available to the applicant and that the eligibility criteria are met. For these purposes, the Social Fund Committee may consult on a strictly confidential basis with the school administration.
- The applicant will be invited via the application form to give their consent for such confidential consultation to take place. Otherwise, the submission of an completed application for funding is deemed to constitute consent for such confidential consultation to take place.
- Rule 98.** The Social Fund Committee shall decide on applications for funding. The quorum for any decision on an application for funding is three (3) members, including at least one of whom is also a member of the Administrative Board.
- Rule 99.** The Social Fund Committee shall strive to respond to applications for funding up giving its decision within ten (10) working days from the receipt of the fully-completed application.
- Rule 100.** Any member of the Social Fund Committee who has a conflict of interest in respect of a given application for funding shall refrain from taking a decision on that application.

Rule 101. The Social Fund Committee will keep confidential minutes of its decisions, which are taken by consensus. The decision of the Social Fund Committee shall be final and binding.

Rule 102. The minutes of the decisions shall be attached to the payment request as supporting evidence. The Treasurer shall sign the payment request, upon receipt of the requisite supporting evidence.

Rule 103. Any financial contribution made by the Association to the Social fund must be authorized by the General Assembly and clearly shown in the accounts.

Rule 104. Any proposal to allocate part of the Association's budget to the Social Fund will be prepared in the form of a draft Decision by the Administrative Board, and presented to the General Assembly for approval.

Rule 105. The Social Fund Committee shall ensure the traceability of any funds held in the Social Fund account.

- i) Where donations or other contributions are made to the Social Fund, the origin of those funds must be specified and published in the Social Fund accounts and in the Annual Activity Report produced by the Administrative Board.
- ii) Where there is an unidentified source of funding in the Social Fund account, the Treasurer shall inform the Administrative Board and the Social Fund Committee. The Treasurer may decide to place unidentified sources of funding in a separate account and identify them as such in the annual accounts.

Rule 106. The Social Fund Committee shall be responsible for ensuring that the amount of any grants remains within the total amount of available funds. The Social Fund Committee will prepare a budget for the following year and accounts which will run for the financial year from 01 September of Year "N" up to and including 31 August of Year "N+1".

The budget for the following year and the accounts will be submitted to the Administrative Board by 30 September of each year for discussion and will be presented for approval at the General Assembly.

Rule 107. The Social Fund Committee shall report to the Administrative Board, at least on a quarterly basis, on:

- i) the number of applications received and the associated sums requested;
- ii) the number of requests granted, the associated sums involved and for which purpose;
- iii) an activity forecast for the next period and estimated budget consumption.

The report shall not give any personal details or any confidential information from which a beneficiary of the fund could be identified.

Rule 108. Should the Social fund Committee not report to the Administrative Board every quarter, the Administrative Board may decide not to authorize any payment until the report has been submitted.

Rule 109. The Social Fund Committee will submit an overall report for inclusion in the Administrative Board's Annual Activity Report to the General Assembly.

The report shall not give any personal details or any confidential information from which a beneficiary of the fund could be identified.

Rule 110. The Social Fund Committee may propose transfers from the Social Fund to another fund or account held by the Association. The proposal must include full justifications. The final decision on any transfer of funds rests with the Administrative Board.

Rule 111. The Association reserves the right to decline any application, to impose a limit on the number of applications that can be made and to impose a limit on the total financial assistance that can be granted.

Rule 112. The Administrative Board may amend the rules governing the Social Fund on the basis of a proposal from the Social Fund Committee or on its own initiative. In the latter case, the Administrative Board shall consult the Social Fund Committee before taking any decision to amend the rules. The final decision shall remain with the Administrative Board.

COMMUNITY FUND

Rule 113. The purpose of the Community Fund is to contribute to projects and events that enhance school life and for which provision does not exist in the school budget.

Rule 114. Eligible projects, in no particular order of priority, are:

- i) Cultural events;
- ii) Sports events;
- iii) Projects initiated by pupils and/or parents for improving the school environment;
- iv) Projects which promote the positive image of the European School;
- v) Other projects of a similar nature.

Rule 115. The Community Fund will be administrated by a Community Fund Committee. It will comprise a minimum of three (3) and a maximum of seven (7) Members of the Association, at least two of whom must be also members of the Administrative Board. The Administrative Board shall appoint one of its members as the Chair of the Community Fund Committee and will nominate the remaining members.

The Treasurer can attend meetings of the Community Fund Committee.

The names of the members of the Community Fund Committee will be published on the Association's website.

- Rule 116.** Any member of the school community may apply for funding from the Community Fund.
- Rule 117.** Applications must be submitted to the Community Fund Committee using the online application form provided on the Association's web site.
- Rule 118.** Applications should be submitted at least six weeks before the project or the use of funds begins. In exceptional circumstances, the deadline may be reduced but under no circumstances will retroactive funding be granted.
- Rule 119.** The Community Fund Committee shall verify that proposed projects do not require special authorization from the school and shall ensure that such authorization has been obtained prior to approving any such project.
- Rule 120.** The financing of the Community Fund is currently contingent on fundraising and donations. Any future decision to allocate part of the Association's budget to the Community Fund will be prepared by the Administrative Board and presented for approval at the plenary session of the Association at the General Assembly.
- Rule 121.** The Community Fund Committee shall ensure the traceability of any funds held in the Community Fund account.
- i) Where donations or other contributions are made to the Community Fund, the origin of those funds must be specified and published in the Community Fund accounts and in the Annual Activity Report produced by the Administrative Board.
 - ii) Where there is an unidentified source of funding in the Community Fund account, the Treasurer shall inform the Administrative Board and the Social Fund Committee. The Treasurer may decide to place unidentified sources of funding in a separate account and identify them as such in the annual accounts.
- Rule 122.** The Community Fund Committee will prepare a budget for the following year and accounts in relation to the Community Fund which will run for the financial year from 01 September of Year "N" up to and including 31 August of Year "N+1".
- The budget for the following year and the accounts will be presented to the Administrative Board by 30 September of each year for discussion and will be presented for approval at the General Assembly.
- Rule 123.** The Community Fund Committee shall decide on applications for the financing of projects/grants up to and including the sum of €1 500. The quorum for any decision on an application for funding is three (3) members, at least one of whom is also a member of the Administrative Board.
- Rule 124.** The Community Fund Committee shall strive to respond to requests for the financing of projects/grants up to the sum of €1 500, giving its decision within fifteen (15) working days from the receipt of the fully-completed application.
- Rule 125.** The Community Fund Committee shall keep minutes of its meetings, which will include details of the projects to which funds have been awarded.

Rule 126. The Community Fund Committee shall inform the Treasurer of the Administrative Board of the decision taken in writing with details of the project funded, the date in which the proposal was submitted, the amount, the beneficiary and the details of the transfer. When the requisite supporting evidence has been provided, the Treasurer or a delegated member of the Administrative Board shall sign the payment request.

Rule 127. For cash transactions, a designated member of the Community Fund, who is also a member of the Administrative Board, may be authorized by the Administrative Board to get cash advances. Proof of payment must be provided by the designated member concerned to the Treasurer within seven (7) working days of having obtained the cash.

Rule 128. For sums above €1 500, the Community Fund Committee will make a recommendation to the Administrative Board, and shall request its approval.

The request for approval must give details of the beneficiary, the purpose and duration of the project and any other relevant information.

The request for approval, without these personal details, will be recorded in the minutes of the Administrative Board.

Where the Administrative Board approves the request for approval, the Treasurer shall sign the payment request provided all necessary supporting evidence has been furnished.

Rule 129. The Administrative Board shall strive to give its decision in relation to sums over €1 500, to the Community Fund Committee within five (5) working days following the meeting of the Administrative Board.

The Community Fund Committee shall strive to respond to requests for the financing of projects/grants above the sum of €1 500, giving its decision within ten (10) working days from the receipt of the Administrative Board's decision.

Rule 130. The amount of any grants must remain within the total amount of available funds.

Rule 131. Decisions of the Community Fund Committee are taken by consensus. If no agreement can be reached, the application shall be referred to the Administrative Board for a final decision.

Rule 132. Any member of the Community Fund Committee who has a conflict of interest in respect of a given application for funding shall refrain from taking a decision on that application.

Rule 133. Decisions in relation to the Community Fund must be reported to the Administrative Board at least quarterly. Should the quarterly report not be submitted, the President and Treasurer may decide not to authorize any payment until the report has been submitted.

The report shall include the number and amount of received applications, the number and amount of awarded support and for which purpose. Quarterly reporting must also include a planning of activities and budget estimate.

- Rule 134.** Any member of the Administrative Board may ask for the reports of the Community Fund Committee to be put on the agenda of the Board meetings for discussion.
- Rule 135.** An annual written report must be drafted by the Community Fund Committee for inclusion in the annual report of the Association.
- Rule 136.** The Community Fund Committee may propose transfers from the Community Fund to another fund or account held by the Association. The proposal must include full justifications. The final decision relating to any transfer of funds shall remain with the Administrative Board.
- Rule 137.** The Administrative Board may amend the rules governing the Community Fund on the basis of a proposal from the Community Fund Committee or on its own initiative. In the latter case, the Administrative Board shall consult the Community Fund Committee before taking any decision to amend the rules. The final decision shall remain with the Administrative Board.

MEMBERS – PARENT/STUDENTS VOLUNTEERS

- Rule 138.** The Administrative Board may manage accounts on behalf of parents/students activities.
- Rule 139.** The list of parents/students activities and brief description shall be posted in the Association's website.
- Rule 140.** Every parent/student volunteer group shall form a committee and appoint a chair and a financial controller. The committee shall be set up on a voluntary basis and may or may not include Board members.
- Rule 141.** The names of the members of each parent/student committee including its chair and financial controller shall be notified to the Association and shall be published on the Association's website. Any change in the member shall be notified within one week to the Administrative Board.
- Rule 142.** The financing of the voluntary activities is currently contingent on fundraising and donations.
- Any decision to allocate part of the Association's budget to the voluntary activities will be prepared by the Administrative Board and presented for approval at the plenary session of the Association at the General Assembly. This will be done on the basis of the analysis of the requests from the other funds and pending on the capacity of funds utilizations from the previous period.
- Rule 143.** Each parent/student volunteer group may request payments to be made from the Association's budget, subject to the provision of supporting documentation, and subject to the prior approval of the Treasurer.
- In the event of any uncertainty the matter will be referred to the Administrative Board for decision.

Rule 144. All parents/students committees will prepare a budget for the following year and accounts in relation to the activities for the financial year which will run from 01 September of Year “N” up to and including 31 August of Year “N+1”.

The budget for the following year and the accounts will be presented to the Administrative Board by 30 September of each year for discussion and will be presented for approval at the General Assembly.

Rule 145. When donations or other contributions are made to the accounts of the parents/students, the origin of those funds must be specified and published in the related accounts, on the Association’s web site and also in the Annual Activity Report produced by the Administrative Board.

Rule 146. As the Association shall manage the parents/students account, traceability of the origin of any funds held in this account shall be ensured by the treasurer to the parent/student volunteer group concerned.

Where an unidentified source of funding is transferred to the Association’s bank accounts, the Treasurer shall inform the Administrative Board and the members of the committee concerned.

Rule 147. Any decision to transfer funds from the parents/students accounts to another account managed by the Association shall be taken by the Administrative Board.

The financial controller for the fund concerned can only submit a recommendation to the Board.

The Administrative Board’s decision of transfer shall take into account the availability of funding in the other accounts, the estimated capacity of absorption, the availability of a consensus among all members of the parents/students committee concerned.

Rule 148. The parents/students committees shall be fully accountable for any decision taken in the allocation of funds for amounts up to and including €750.

Rule 149. For sums above €750, the parent/students committee shall submit supporting evidence, and a detailed plan of expenditure, to the Administrative Board for approval. The Treasurer will authorize payment on the basis of the Administrative Board’s decision, which shall be recorded in the minutes.

Rule 150. For cash transactions, a designated member of the parent/student volunteer group may be authorized by the Administrative Board to get cash advances. Proof of payment must be provided by the designated member concerned to the Treasurer within seven (7) working days of having obtained the cash.

Rule 151. The amount of any expenditure must remain within the total amount of available funds.

Rule 152. In the event of a disagreement within the parents/students committee, the matter should be referred to the Administrative Board for decision.

Rule 153. Any member of a parent/student committee who has a conflict of interest in respect of a given action shall refrain from taking part to that specific action.

Rule 154. Parents/students committees shall report to the Administrative Board on at least a quarterly basis. The report shall give a brief description of the activities carried out and shall be included in the Annual Activity Report of the Administrative Board.

Rule 155. The Administrative Board may amend the rules governing the parents/students committees on the basis of a proposal from any of the Committees or on its own initiative. In the latter case, the Administrative Board shall consult the committee concerned before taking any decision to amend the rules. The final decision shall remain with the Administrative Board.

BUDGET OF THE ASSOCIATION

Rule 156. The Association's budget shall be prepared, approved and implemented on an annual basis for the financial year running from 01 September of Year "N" up to and including 31 August of Year "N+1".

Rule 157. The Association's Director shall prepare the draft budget, under the supervision of the Treasurer, based on inputs provided by the staff accountant, the members of the Administrative Board in charge of the three operational departments of the Association (Transport, Canteen and Extracurricular school activities) and any other working group or committee that may be created within the Association, with the support of the staff of the Association.

Rule 158. In the absence of the Association's Director, the Treasurer shall be responsible for drafting the budget based on inputs provided by the Administrative Board in charge of the three operational departments of the Association (Transport, Canteen and Extracurricular school activities) and any other working group or committee that may be created within the Association, with the support of the staff of the Association.

Rule 159. The Treasurer shall endorse the draft budget and submit it to the Administrative Board for consideration at its meeting held in October.

Rule 160. The Administrative Board shall review and, where necessary, amend the draft budget, which shall then be presented to the Annual General Assembly for approval.

ACCOUNTS OF THE PAST FINANCIAL YEAR

Rule 161. The Association's accounting system is organized by sector (General Affairs, Transport, Extra-curricular activities and Canteen including Cafeteria)

Rule 162. The management of accounts for the activities of the Community Fund, Social Fund, Parents/Students Volunteers, etc., will not form part of the Association's accounting system. They will be extra-budgetary accounts reported outside the general budget of the Association.

Rule 163. With a view to presenting the accounts to the General Assembly for approval and obtaining discharge, the Treasurer shall instruct the Association's Director

to consolidate all draft sectoral and extra budgetary accounts in coordination with the staff of the Association, and in consultation with the relevant members of the Administrative board.

- Rule 164.** In the absence of the Association's Director the Treasurer shall be responsible for consolidating the association accounts based on sectoral draft budgets prepared by the Administrative Board members in charge of the three operational departments of the Association (Transport, Canteen and Extracurricular school activities) and any other working group or committee that may be created within the Association, with the support of the Association's staff.
- Rule 165.** The Treasurer shall endorse the draft consolidated accounts and submit them to the Administrative Board for consideration at its meeting held in October.
- Rule 166.** The Administrative Board shall review and, where necessary, amend the draft financial accounts, which shall then be presented to the Annual General Assembly for approval.

MANAGEMENT OF SECTORAL BUDGETS AND EXTRA BUDGETARY ACTIVITIES

- Rule 167.** Each committee responsible for particular activities within the limits delegated to them, or each working group, shall be responsible for the monitoring of its own budget by way of a separate account.
- Rule 168.** The daily management will be ensured by the Association's staff under the direct supervision of the Association's Director.
- Rule 169.** The profits collected for each activity cannot be used for other purposes, unless decided by the General Assembly.
- Rule 170.** Overheads or indirect expenses can be included in the cash flow of the sectors, according to transparent scales, and must be justified by the Board.
- Rule 171.** Each member of the Administrative Board in charge of the three operational departments of the Association (Transport, Canteen and Extracurricular school activities) and any other working group or committee that may have been created within the Association is required to prepare draft financial statements for their area(s) of responsibility, in consultation with the Treasurer, the Staff of the Association and any other relevant party, as appropriate.

FINANCIAL RULES

- Rule 172.** The Association, being a non-governmental body is not a public contracting authority within the meaning of Article 1(9) of Directive 2004/18/EC of the European Parliament and of the Council. However, given its particular role, and while representing and acting on behalf of a large number of parents, it shall procure products and services in a manner that respects the principle of transparency and seeks to obtain the best value for money.

Rule 173. For expenditure above €15 000 for which there is no pre-existing contract, the Association's Director shall seek the approval of the Administrative Board.

The Board shall apply restricted tender procedures for the procurement of products and services. Tenders may be also published on the Association's web site.

Rule 174. For expenditure over €5 000 but less than €15 000 for which there is no pre-existing contract, the Association's Director must seek approval from the Administrative Board. The Administrative Board shall approve only upon submission of three quotations, except in cases of urgency.

Rule 175. In case of urgency, the Association's Director shall request the approval of the Administrative Board by written procedure specifying the reasons for the urgency, the name of the contractor, the amount, the budget line and the budget availability.

The Administrative Board shall respond within a maximum of three (3) working days, using the silent written procedure per Rule 28.

The request shall be considered as valid only if all mentioned items, except for the requirement to apply restricted tender procedures, form part of the urgent request.

Rule 176. For expenditure higher than €1 500 and less than €5 000 the Association's Director shall seek the approval of the member of the Administrative Board with responsibility for the sector concerned.

In the absence of the member of the Administrative Board concerned, the responsibility for approval shall rest with the President, Vice President or Treasurer.

For General Affairs, approval shall be given either by the President, Vice President or Treasurer.

Should there be no response within fifteen (15) working days and where the decision is not urgent, the request shall be deemed as approved. Only one quotation shall be necessary. It shall be the responsibility of the member of the Administrative Board concerned to report on those expenditures to the Executive Committee.

Rule 177. For operating expenditure up to €1 500 the Director does not need to seek approval, up to a maximum yearly amount of €10 000.

Rule 178. The Treasurer shall be kept systematically informed by the member of the Administrative Board concerned, and/or the Association's Director of any expenditure for which an existing contract is not in place.

Rule 179. Regular payments within approved contracts will be made directly by the Association's Director with the counter-signature of a member of the Administrative Board.

Rule 180. The payment of permanent salaried staff shall be made through automated bank debit or bank transfer based on the list of posts approved by the General Assembly and the associated budgetary provisions.

Rule 181. Payment of non-permanent salaried staff shall be made through bank transfer only after:

- i) Signed list of presence verified by the corresponding service manager;
- ii) Summary report by each service Manager submitted to the Director and to the member of the Administrative Board with responsibility for the sector concerned;
- iii) Approval by the Director of the summary report;
- iv) Update of the planned costs versus effective costs by the accountant.

Rule 182. Financial rules relating to the Social fund are set out in Rule 89 onwards. Financial rules relating to the Community Funds are set out in Rule 113 onwards and the financial rules relating to the accounts of parents/students/volunteers are set out in Rule 138 onwards.

Rule 183. At the end of every quarter, the Treasurer shall receive the updated status of the budget consumption based on the projections.

Rule 184. The following decisions shall be subject to prior Administrative Board approval regardless of the amounts involved:

- i) Depreciable equipment;
- ii) Creation of new budget lines;
- iii) Financial decisions related to staff;
- iv) Financial decisions and payments to accountants and auditors for non-routine activities
- v) Payments not falling under any accounting budget line.

FINANCIAL MONITORING

Rule 185. The Treasurer is responsible for monitoring the implementation of the budget.

Rule 186. The Treasurer shall present quarterly reports to the Executive Committee, on which the members of the Administrative Board in charge of the three operational departments of the Association (Transport, Canteen and Extracurricular school activities) and any other working group or committee that may be created within the Association shall be invited to present their reasoned views.

Rule 187. The Executive Committee shall submit on a quarterly basis a written report on budget implementation to the Administrative Board.

The President, in consultation with the Treasurer, may invite the Association's staff members involved in budget management, and auditors, to present their views and findings to the Administrative Board, without prejudice to the prerogatives of the Administrative Board.

- Rule 188.** The Administrative Board shall be responsible for taking the necessary pricing decisions, such as canteen/cafeteria prices, bus ticket prices and rates for extracurricular school activities, on the basis of a proposal from the Executive Committee. Decisions shall be recorded in the minutes and reported to the next General Assembly.

EXTERNAL AUDIT

- Rule 189.** The Administrative Board shall appoint external auditors to audit the draft accounts.
- Rule 190.** The work of the external auditors shall be based on the principle of independence from the Association's bodies and/or their members. Their tasks are defined in Belgian Law and result from a contract that respects the relevant statutory and other provisions. The auditors shall conduct their work in line with accepted auditing standards.
- Rule 191.** The external auditors shall submit their findings and recommendations to the Administrative Board for consideration and approval. Any instances of disagreement with the finding or recommendations of the external auditors shall be duly justified and specified in the minutes of the Administrative Board.
- Rule 192.** The Administrative Board shall invite the external auditors, on at least an annual basis, to prepare an audit opinion/report on the analytical financial statements activity by activity.
- This audit opinion/report of the external auditors shall present the results of the analysis of both the financial statements and the consolidated version of the accounts. The Administrative Board may decide whether or not to implement the auditors' recommendations, before presenting the accounts to the General Assembly.
- Rule 193.** The final opinion/report of the auditors shall not be issued before the Administrative Board has adopted the accounts.
- Rule 194.** The Administrative Board may appoint external auditors to carry out a performance audit.

RESOLUTION OF COMPLAINTS

- Rule 195.** The President shall be informed immediately of any complaint submitted by a member of the Administrative Board or by a member of the Association's staff against a Board member or another member of staff.

Where appropriate, the President shall liaise with the Vice-President for Administrative Affairs and initiate a procedure for investigation and/or for an amicable settlement within three (3) working days. The Board shall be informed accordingly.

A reply to the complaint shall be adopted by the Board and be notified to the

person within two (2) months.

Rule 196. The President shall be informed immediately of any complaint submitted by a Member of the Association.

The President shall initiate a procedure for investigation or for an amicable settlement within ten (10) working days.

A written summary of the replies to complaints shall be provided for information to the Administrative Board on a regular basis, at least every four (4) months.

RELATIONS WITH STAFF

Rule 197. Employment relations with the Association's staff are governed by Belgian law.

Rule 198. The Board may define the general guidelines of the staff policy or adopt an internal regulation (règlement de travail) determining the Association's recruitment policy, respective tasks, working time and conditions as well as rights and obligations of permanent and temporary staff.

Rule 199. The Vice-President for Administrative Affairs shall report twice a year to the Board in relation to staff job descriptions, evaluations and promotion arrangements and suggest necessary organizational changes, as appropriate.

Rule 200. The Board shall receive on a periodic basis a breakdown of existing staff arrangements. This shall not include confidential information.

Rule 201. The President and the Vice-President for Administrative Affairs have unrestricted access to all contracts and job profiles of Association staff, in order to be able to exercise the legitimate rights of the employer.


Rule 202. Where a request or complaint by a staff member is addressed the President, or another member, he or she may agree to act as a mediator, to examine the case and report back to the Board within a month. The President may also submit recommendations for action, as appropriate.

AMENDMENT OF THE RULES OF PROCEDURE

Rule 203. These Rules, or any portion of these Rules, may be amended by the Administrative Board by a simple majority vote.

Rule 204. In the event of a conflict between these Rules and the Association's Statutes, the Statutes shall prevail.

ANNEX: Template Declaration of confidentiality

<p>Association des parents d'élèves de l'école européenne de Bruxelles IV Parents Association of the European School, Brussels IV Elternvereinigung der Europäischen Schule Brüssel IV Associazione dei genitori della Scuola Europea di Bruxelles Oudervereniging van de Europese School Brussel IV</p>	
<p>Member of the Administrative Board</p> <p>DECLARATION OF CONFIDENTIALITY</p>	
<p>Pursuant to Rule 10 of the Rules of Procedure of the Administrative Board: <i>"In accordance with the provisions of the Statutes, the members of the Administrative board shall protect the confidentiality of all information, in particular personal data, that they may receive through their work for the Association, and shall sign a declaration to this effect upon taking office."</i></p>	
<p>I, _____ hereby declare on my honour that I am fully aware of my obligations to respect the confidentiality of all information, in particular personal data, that I may receive through my work for the Association.</p>	
<p>I undertake to treat in the strictest confidence and not make use of, or divulge to third parties, any information or documents which are related to the performance of my tasks as a member of the Administrative Board.</p>	
<p>I understand that I am responsible for returning, erasing or destroying all documents or electronic files held by me, upon completion of my service as a member of the Administrative Board, unless instructed otherwise in writing by the Administrative Board.</p>	
<p>I am aware that I continue to be bound by the provisions of this declaration of confidentiality after the completion of my service as a member of the Administrative Board.</p>	
<p>Signed</p>	<p>_____</p>
<p>Date</p>	<p>_____</p>