

**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



STATUTES

**Association of the Parents of Pupils at the European School Brussels IV,
Drève Sainte-Anne 86, 1020 Bruxelles-Laeken**

These Statutes 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.

They amend and replace the Statutes published in the "Moniteur Belge" 17 December 2012 (publication number 0206778).

18 May 2017

Article 1. Designation

- 1.1 An international association with educational aims, entitled "The Association of Parents of Pupils at the European School Brussels IV", hereinafter known as "the Association", is hereby established in accordance with Title III of the Belgian Law of 27 June 1921 on non-profit-making organizations, foundations, and international non-profit-making associations, as amended by the law of 2 May 2002.
- 1.2 The European School of Brussels IV is hereafter referred to as "the School".

Article 2. Registered office

- 2.1 The Association's registered office is located within the judicial district of Brussels at an address determined by decision of the Administrative Council. It is currently located at the School's address of 86 Drève Sainte Anne, 1020 Brussels.
- 2.2 The registered address may be transferred outside the judicial district of Brussels by means of a decision of the General Assembly.
- 2.3 Any transfer of the registered office shall be registered and published in accordance with the law.

Article 3. Data Protection

- 3.1 The Association shall comply with the law relating to the protection of personal data.

Article 4. Aims

4.1 The aims of the Association are:

- a) to take and encourage any initiative that fosters the maximum participation of the parents in all aspects of School life, and in any related decisions;
- b) to represent the educational and family interests of parents with regard to the School and local, regional, national and European authorities;
- c) to make parents' wishes and their suggestions regarding the organisation of the school known to the School Authorities;
- d) at the request of the parents concerned, to highlight to the school authorities, and to seek to resolve where possible, any problems which parents may be encountering regarding the education of their children in the School;
- e) to inform the parents, to the fullest extent possible, of decisions or discussions of the local, regional, national and European authorities concerning the School;
- f) to organize extra-curricular school activities and any other activities for the benefit of the children or the parents, acting in liaison with the School Authorities as required;
- g) to ensure the organisation and management of other activities, such as school transport and school catering, in association with the School Authorities as required;
- h) to promote links and, where appropriate, to cooperate directly with the Associations of the Parents of the other European Schools, in particular with those whose registered office is located within the judicial district of Brussels.

4.2 The Association shall achieve its aims in close cooperation with its members. It can perform any act directly or indirectly, wholly or partly related to its aims, which can develop them or ease their implementation.

Article 5. Composition

5.1 The Association represents all parents and consists of Honorary Members and Members.

5.2 Any person exercising sole or shared parental authority over a child attending the school is an Honorary Member without any formality for membership being required.

5.3 Any person exercising sole or shared parental authority over a child attending the school, having paid the Association's annual fee, is a Member of the Association and is thus entitled to benefit from the various services and facilities provided by the Association.

5.4 Payment of the Association's annual fee should be made no later than the date determined by the Administrative Board. The Administrative Board can modify this deadline generally or in specific cases.

5.5 The minimum number of Members is 8 persons. There is no upper limit on the number of Members.

- 5.6 Members who are up-to-date with their payments to the Association, and in accordance with the provisions of these Statutes and any Rules of Procedure that may be established under these Statutes:
- a) may be nominated as Class Representatives;
 - b) may be nominated as Section Representatives;
 - c) may attend General Assemblies, but do not have voting rights;
 - d) may propose motions to be submitted for the vote of a General Assembly, subject to the provisions of the Rules of Procedure of the General Assembly;
 - e) may propose subjects for discussion at the General Assembly, ordinary or extraordinary, subject to the provisions of the Rules of Procedure of the General Assembly;
 - f) may convene a General Assembly, subject to the provisions of the Rules of Procedure of the General Assembly;
 - g) may stand for election to the Administrative Board;
 - h) may attend meetings of the Administrative Board as an observer, at the invitation of the President, without voting rights.
- 5.7 In addition to the provisions of Article 5.2 above, Honorary Membership may also be granted by decision of the Administrative Board. By derogation from Article 5.2, being a parent of a pupil in the school shall not be a strict requirement. The Honorary Member shall not have voting rights, nor propose or second motions nor stand for elective office in the Association.
- 5.8 In case of doubts regarding the conformity of a vote, revocation or any other decision affecting a Member or an Honorary Member, relevant evidence shall be submitted to the Administrative Board. A directory of the Board's decision shall be maintained at the Association's registered office. This directory shall be made available for consultation at the Association's registered office.
- 5.9 The membership list of the Association shall be made available for consultation at the Association's registered office.

Article 6. Loss of Membership

- 6.1 Membership shall cease when a parent no longer has a child at the school.
- 6.2 Any Member of the Association may tender his or her resignation in writing, addressed to the President of the Association.
- 6.3 A Member may be excluded, on a proposal from the Administrative Board, by a two-thirds majority of Class Representatives present or represented at the General Assembly. However, such a measure may only be taken after a formal warning has been sent by registered post to the Member concerned at least sixty days before the General Assembly, inviting him or her either to provide written explanations or to present their defence at the General Assembly, if they so wish. The exclusion shall be notified by registered post.

- 6.4 A Member ceasing to be a member of the Association has no right to any total or partial refund of the annual fee, or of access to the Community Fund and/or Social fund.

Article 7. Class Representatives

- 7.1 Class representatives represent the parents of children of the class within the Association.

- 7.2 Class representatives:

- a) represent the parents regarding any issue related to the class that they represent, as well as any issue related to the activity and object of the Association;
- b) confer with, and inform, other parents of the school of any relevant matters;
- c) may administer the mutual fund of the class, if any, constituted to cover common costs during the academic year;
- d) represent the parents by taking part in voting at the general Assembly. Class Representatives have full voting rights at General Assemblies, provided that they are up-to-date with their contributions at the time of the vote.

- 7.3 At the beginning of each school year, a minimum of two (2) and a maximum of four (4) Class Representatives are elected for each class by the parents from amongst the Members of the Association, excluding Honorary Members.

- 7.4 Class Representatives are elected directly by the parents with a child in the class. Each child in the class entitles the parents to one single vote. A parent can represent only one class.

A parent can delegate his vote to another parent but no parent can be allowed to accept more than two such proxy votes in regard to the elections within a same class. Proxy votes must be in writing and include the names of both parties and the signature of the absent parent.

- 7.5 The method of election shall be left to the discretion of the parents for that class but care should be taken to avoid conflicts of interest. The election process shall be the collective responsibility of the parents of the children in each class. Nominations may be accepted right up to the time of the voting.

A conflict of interest may arise if the Class Representative or a close family member may derive a benefit; or if they have a financial interest, professional interest in, or are a partner, director, officer, board member, or trustee of an entity relating to the work of the Association, or if they are otherwise directly or indirectly interested in the matter.

- 7.6 Parents shall appoint a Presiding Officer to verify the validity of proxies and to ensure the regularity of the voting proceedings. The Presiding Officer must, within two weeks of the elections, transmit the results of the voting on the form provided, to the Administrative Board for approval and formal appointment as Class Representatives

- 7.7 Class Representatives who have been appointed by the Administrative Board may retain their status until such time as those replacing them have been appointed. This does not apply in cases where the Class Representative resigns, fails to pay the annual fee or otherwise ceases to be a Member.
- 7.8 If, during an academic year, a Class Representative decides to withdraw, the Administrative Board may invite the parents for that class to vote in order to elect a successor.
- 7.9 The parents of each class can revoke the status of one or all of their class representatives by a three-quarters majority vote of all the parents for that class. In such a case, a proxy vote is not possible.
- 7.10 Each class may elect deputies to assist one or more of their class representatives, subject to the agreement of the Class Representatives concerned. Such deputies may not attend Administrative Board meetings, nor have voting rights, nor propose or second motions. Their function is only to assist the Class Representatives in their work.
- 7.11 The minimum overall number of Class Representatives for the school level concerned shall be four (4) persons.
- 7.12 Only the votes of the Class Representatives shall be binding at General Assemblies.

Article 8. Section Representatives for each language section

- 8.1 Section Representatives:
- deal with co-ordination within each language section for activities related thereto;
 - represent the parents on the School Education Council;
 - are the contact points with the national inspectors responsible for the content and quality of teaching provided by teachers from their country;
 - assist the Administrative Board on request.
- 8.2 At the beginning of each school year, immediately after the elections for the Class Representatives have been held, the Class Representatives for the school level concerned (maternelle/primary and secondary) will appoint Section Representative(s) for each language section from amongst the Members of the Association, excluding Honorary Members.
- 8.3 The names of the selected Section Representative(s) for each language section shall be communicated to the Administrative Board.
- 8.4 A Section Representative may also be a Class Representative, with associated voting rights at the General Assembly. Should a Section Representative not also be a Class Representative they will have no voting rights at the General Assembly.
- 8.5 Section Representatives for each language section may retain their status until such time as those replacing them have been appointed. This does not apply in cases where the Section Representative resigns, or fails to pay the annual fee.

- 8.6 If, during an academic year, a Section Representative for each language section decides to withdraw, the Class Representatives for the school level concerned may select a successor.
- 8.7 The Class Representatives for the school level concerned can revoke the status of one or all of their Section Representatives for each language section by a three-quarters majority vote of all the parents for that language section. In such a case, a proxy vote is not possible.

Article 9. Constituent Bodies of the Association

- 9.1 The Association consists of the:
- a) General Assembly, which sets the policy of the Association;
 - b) Administrative Board, which implements the policy of the Association and makes proposals to the General Assembly;
 - c) Executive Committee, which is responsible for the day-to-day running of the Association under delegated authority from the Administrative Board.
- 9.2 The Association exercises its rights as a legal entity, and carries out its obligations via the constituent bodies of the Association
- 9.3 The Members of each constituent body of the Association shall exercise and fulfil the Association's rights and duties collectively.
- 9.4 The proceedings of the Association do not have to be justified with respect to third parties.

Article 10. General Assembly

- 10.1 The General Assembly shall have full powers to enable the objects of the Association to be achieved.
- 10.2 The following subjects are under the General Assembly's exclusive competence:
- a) election of the members of the Administrative Board, and their revocation;
 - b) approval of annual statements of the closing financial year and of the budget for the current financial year;
 - c) discharge of their management to the Administrative Board and to the Auditors, if any;
 - d) definition of the strategy, policy and operation of the Association;
 - e) exclusion of a contributing Member;
 - f) dissolution of the Association.
- 10.3 The General Assembly, consisting of all Members, shall meet in ordinary session, chaired by the President of the Administrative Board, at least once a year during the first term of the school year, preferably before the end of January, at their registered address or at a place indicated in the notice convening the Assembly.

- 10.4 The General Assembly may also meet in extraordinary session by decision of the Administrative Board. An extraordinary session must be convened on written request to the President of one-fifth of the Members, excluding Honorary Members, or one-tenth of the Class Representatives.
- 10.5 The Administrative Board shall announce to the Members, through the Class Representatives and electronic communication on the Association's internet website the date of the General Assembly (ordinary or extraordinary) at least one month before the convocation.
- 10.6 The General Assembly (ordinary or extraordinary) shall be convened at least two weeks in advance by the President who shall communicate the agenda to the Members, directly or through the Class Representatives. The convocation and the agenda shall also be published on the Association's internet website and displayed in the Association's premises. The Administrative Board shall ensure wide publicity of such convocation. The two weeks period may be reduced if an extraordinary and urgent General Assembly is required.
- 10.7 Any subject to be discussed at the time of a General meeting and all motions to be submitted for the vote of the General Assembly must be submitted to the Administrative Board, at the latest three weeks before the official date of the meeting in order to be put on the agenda. Any request should be justified in writing and supported by ten (10) Class Representatives, or twenty (20) Members, or two (2) members of the Administrative Board in order to be included on the agenda of the General Assembly.
- 10.8 If the general direction of the strategy and policy of the Association is on the agenda, it will be the subject of a debate and, if necessary, will be submitted to the vote of all present or represented Class Representatives. The Administrative Board is bound by the rulings of the General Assembly.
- 10.9 At the time of convocation, all documents which have to be examined by the General Assembly should be made available to the Members in French and English in a place indicated on the notice convening the meeting on the website of the Association.
- 10.10 At its ordinary annual session, the General Assembly:
- a) considers a report submitted by the Administrative Board on the Association's activities during the preceding year;
 - b) approves the Association's accounts and the budget for the following year, on the basis of a written report submitted by the Administrative Board. This report shall give details of the funds held by the Association for specific purposes, such as the Canteen, Transport, Extracurricular School activities, Somerfesto, Community Fund, Social Fund and the Student fund, and how those funds were used;
 - c) determines the amount of the annual subscription for members of the Association;
 - d) gives full discharge to the Administrative Board, and to the auditors if any, in respect of their administration;
 - e) may appoint at least one auditor for the coming year, taking into account the relevant Belgian law governing the appointment of auditors;

- f) appoints the members of the Administrative Board, following an election by e-ballot of the candidates presented during the General Assembly. Such election shall be on the basis of the candidates that get the most votes;
- g) establishes a reserve list to fill future vacancies on the Administrative Board from the unsuccessful candidates presented under f), subject to the agreement of the persons concerned;
- h) provides general direction of strategy and policy of the Association;
- i) addresses any other matters arising that are under the exclusive competence of the General Assembly, such as exclusion of a Member, dissolution of the Association, etc.

10.11 The proceedings of the General Assembly, ordinary or extraordinary, shall be held in the English language and/or the French language, at the discretion of the President.

10.12 The General Assembly shall strive to adopt its decision by consensus. If no consensus is reached, decisions shall be adopted by simple majority vote of the Class Representatives present or represented.

10.13 Only Class Representatives who comply with the provisions of Article 7.2d) above can vote. Members can express an opinion.

10.14 Each Class Representative may be represented at the General Assembly by another Class Representative holding a proxy, which shall be attached to the minutes of the meeting. A Class Representative may not hold more than three proxies.

10.15 For the General Assembly to hold valid discussions, at least one tenth of its Class Representatives must be present or represented. Decisions shall, save in the exceptional cases provided for in these Statutes, be adopted by simple majority of the Class Representatives present or represented.

10.16 The vote should be made by e-voting where possible, or by a show of hands. However, voting may be made by secret ballot on the duly justified request of any Class Representative.

10.17 The decisions taken by the General Assembly shall be recorded in the English language and/or the French language by the Secretary. The choice of language shall be at the discretion of the President.

The decisions shall be circulated in draft form by the Secretariat to the President, relevant Board members and any other interested party, within three (3) working days following the General Assembly.

The decisions shall be finalized and approved by the President who chaired the General Assembly within ten (10) working days following the General Assembly. Ultimate responsibility for finalization and approval of the decisions rests with the President.

The decisions shall be published on the Association's website within fifteen (15) working days following the General Assembly.

10.18 The minutes of the General Assembly shall be recorded in the English language and/or the French language by the Secretary. The choice of language shall be at the discretion of the President.

The minutes shall be approved by the President who chaired the General Assembly.

This following consultation with speakers and relevant Board members where feasible.

Ultimate responsibility for finalization and approval of the minutes of the General Assembly rests with the President.

The minutes of the General Assembly shall be communicated to all the members within two (2) months following the holding of the General Assembly.

10.19 The General Assembly may adopt internal Rules of Procedure.

Article 11. Administrative Board

11.1 The Association is managed by the Administrative Board, which has full management, budgetary and administration powers, subject to the provisions of the General Assembly. The Administrative Board is bound by the rulings of the General Assembly.

11.2 The Administrative Board is composed of a minimum of eight (8) and a maximum of twenty-one (21) members, with a common term of office of two years.

11.3 The General Assembly elects the members of the Administrative Board from amongst the Members of the Association. Elections are held each year, to choose alternatively half (or half plus 1 if the number is odd), then the other half of the members of the Administrative Board, for a two-year term of office.

11.4 The vote shall be made by e-voting where possible. The candidates who obtain the most votes are elected, provided that at least two persons from each linguistic section open at the School are included among the members of the Administrative Board. If not, priority shall be given to the candidate of a linguistic section not fully represented receiving most votes among the candidates of that section.

11.5 A reserve list of candidates will be maintained from which vacant posts that arise on the Administrative Board may be filled. The General Assembly shall ask candidates for their consent before including their names on the reserve list.

11.6 Each member of the Administrative Board may offer their candidacy to each General Assembly for a further 2-year term of office.

11.7 In addition to the expiry of each term of office after two years, the mandate of a member of the Administrative Board may be ended by:

- a) ceasing to have a pupil at the school;
- b) resignation of the member from the Administrative Board;
- c) failure to pay the annual fee within the prescribed time limit;
- d) absence at meetings: the member of the Administrative Board, who, without acceptable justification to the Board, has not attended a minimum of five Board meetings during the school year will be deemed to have resigned;
- e) revocation by the General Assembly, acting by a majority of two-thirds of the Class Representatives present or represented.

- 11.8 Where, during a given term of office, a member of the Administrative Board can no longer exercise his or her office, the Board will decide whether:
- a) the position should remain vacant or;
 - b) be filled from the reserve list of candidates by a new member for the remainder of that term of office, or;
 - c) be co-opted following a call for candidates launched by the Administrative Board for persons with specific areas of expertise or skills needed by the Board.
- 11.9 The President of the Administrative Board shall be elected by the members of the Board for a term of office of two years, renewable twice at the discretion of the Administrative Board.
- 11.10 The Administrative Board shall perform its duties as a collegiate body, with collective responsibility for all matters relating to the work of the Association, including funds.
- 11.11 The Administrative Board's collective responsibility does not prevent it from giving individual responsibilities, such as Canteen, Extra-curricular school activities and Transport, to a committee or a working group that it may establish. Any such committee or working group thereby established shall act all times under the authority of the Administrative Board, which shall maintain a residual competence for all matters.
- 11.12 The Administrative Board may propose to the General Assembly that funds be allocated to establish, or to contribute to, the funds utilized under the umbrella of the Association such as the Community Fund, Social Fund or the Somerfesto activity.
- 11.13 The Administrative Board may also authorize members of the Board to perform certain specific tasks on behalf of the Board, acting at all times under the authority of the Administrative Board.
- 11.14 Within four (4) months of the closure of the financial year on 31 August of each year, the Administrative Board shall submit for approval to each annual General Assembly its accounts of the past financial year and the budget of the following financial year.
- 11.15 Until the General Assembly has authorized the budget, the Administrative Board shall not authorize any expenditure other than those of the daily running costs and contracts that have been already approved.
- 11.16 The Administrative Board shall submit for information to each annual General Assembly its Activity Report for the past year together with its assessment of the past year.
- 11.17 The Administrative Board may adopt Rules of Procedure governing its own proceedings and those of any committee or working group that it may establish, subject to the approval of the General Assembly.

Article 12. Executive Committee

- 12.1 The Executive Committee is appointed by the Administrative Board.
- 12.2 The Executive Committee, under delegated authority from the Administrative Board, is responsible for the daily management of the Association. In particular, it is responsible for managing the three activity sectors of the Association (transport, canteen and extracurricular school activities).
- 12.3 The Administrative Board may revoke its delegated authority to the Executive Committee at any time and assume direct responsibility for the daily management of the Association.

Article 13. Representation of the Association

- 13.1 The President, and/or a Vice-President, assisted by a member of the Administrative Board where appropriate, shall represent the Association in the Board of Governors of the European Schools.
- 13.2 The President and/or a Vice-President and/or a member of the Administrative Board shall represent the Association on the Administrative Council of the School.
- 13.3 The President, and/or a Vice-President, assisted by a member of the Administrative Board where appropriate, shall represent the Association in legal proceedings.

Article 14. Modification of the Statutes

- 14.1 All proposals having as subject an amendment of the statutes have to emanate from the Board or via the Board from the Members of the Association.
- 14.2 The Board must communicate the date of the General Assembly having as subject the proposed amendments to the statutes via the class representatives and via the website of the Association, at least one month beforehand.
- 14.3 The General Assembly can only debate amendments to the statutes if those amendments are explicitly indicated in the notice convening the meeting and if the General Assembly brings together at least two thirds of the Class Representatives, present or represented.
- 14.4 An amendment to the statutes can be adopted only by two thirds of the Class Representatives, present or represented.
- 14.5 However, an amendment which pertains to an aim for which the association has been established, can be adopted only by the votes of a four-fifths majority of the Class Representatives, present or represented.

- 14.6 If the General Assembly having as subject a modification of the statutes does not have the required number of Class Representatives of the Association in attendance, a new General Assembly will be summoned under the same conditions as above, which cannot be held less than fifteen days after the first meeting. It will rule definitively on the proposed amendment in question, by a majority of two thirds of the Class Representatives, present or represented, or four fifths of the Class Representatives, present or represented, if the modification concerns the aims of the Association.
- 14.7 The amendments of the statutes will take effect only after the formalities and publicity conditions have been met in accordance with the Belgian law of 27 June 1921, as amended by the law of 2 May 2002.

Article 15. Dissolution of the Association

- 15.1 All proposals having as subject the dissolution of the Association have to emanate from the Board or via the Board from the Members of the Association.
- 15.2 The Board must communicate the date of the General Assembly having as subject the dissolution of the Association via the Class Representatives and via the website of the Association, at least one month beforehand.
- 15.3 The General Assembly shall determine the method of winding up and disposing of the assets of the Association.
- 15.4 The assets shall be assigned to a charitable purpose similar to the objective of the Association.

Article 16. Enforcement

- 16.1 These Statutes shall be interpreted and applied in accordance with Belgian law and, in particular, Title III of the Law of 27 June 1921 on non-profit-making organizations, foundations, and international non-profit-making associations.