

**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



This is an unofficial translation of the APEEE EEB IV Statutes 2012.

Only the French version of the Statutes is legally-binding. The French version can be found by clicking the language preference "flag" on the upper-right part of the homepage.

STATUTES OF THE APEEE EEB IV

published in the "Moniteur Belge" 17 December 2012 (publication n° 0206778)

<i>Description</i>	<i>Association of the Parents of Pupils of the European School in Brussels IV (APEEE Brussels IV)</i>
<i>Legal status</i>	<i>International Association with Educational Aims</i>
<i>Headquarters</i>	<i>86 Drève Saint-Anne, 1020 Bruxelles-Laeken</i>
<i>Company no.</i>	<i>0896.053.138</i>

1. DESCRIPTION, SOCIAL FOCUS, ORGANISATION OF THE ASSOCIATION

Article 1

1. As a description "Association of the Parents of Pupils of the European School in Brussels IV" (APEEE), hereafter known as "the Association", is an international association with educational aims in accordance with the Belgian law of 25 October 1919, amended by the law of 2 May 2002.
2. The registered office of the Association is fixed within the Brussels agglomeration at the place designated by a simple decision of the Administration Council and currently at the address of the School, 86 Drève Saint-Anne, 1020 Brussels. Any transfer of address should be the subject of a deposition and of publication provided for by the law.

Article 2

The Association has as its aims:

- a. to take and encourage any initiative to allow the broadest participation of the parents in the life of the School in all its forms and in the associated decisions;
- b. to represent the educational and family interests of parents to the School and towards the competent communal, regional, national and European authorities;
- c. to make parents' wishes and suggestions known to the school authorities concerning the school organisation;
- d. to promote links and if necessary to establish direct collaboration with the Associations of the Parents of the other European Schools, in particular with those whose offices are located in the agglomeration of Brussels;
- e. to ensure the organisation and management of school transport, the canteen and the extra-curricular activities and to develop any other service for the children and for the parents as needed;

- f. to ensure that the parents are informed of the decisions or proceedings of the various Belgian departments and European authorities;
- g. The Association achieves 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 3

1. The Association differentiates between members and full members.
2. Any person exercising parental authority over one or more pupils of the European School of Brussels IV, named hereafter "pupil parent", is a member, without any formality necessary.
3. The payment of the annual membership fee for the Association needs to be made before the 1st November so that any election of a member is valid. The Board of the Association can modify this deadline generally or in specific cases.
4. The members are invited to the General Assemblies, can propose motions, in accordance with the provisions of Article 6 (7), and can summon a General Assembly in accordance with the provisions of Article 6 (4).
5. At the class meeting at the beginning of each school year, parents elect four class representatives from the parent members. These four representatives are "full members" on condition that they have paid their membership fee in accordance with paragraph 3.
6. The "full members":
 - a. represent the class parents within the Association for all questions relating to the aims described in article 2 and specific to the class which they represent;
 - b. represent the parents by taking part in voting at the General Assembly;
 - c. consult with, and inform, the class parents in the appropriate way.
7. All members who have paid the annual membership fee are eligible to be voted onto the Board of the Association.

Article 4

1. If a parent no longer has a child at the school this automatically means loss of membership or full membership of the Association and termination of possible elective functions.
2. Any member of the Association can present his/her resignation by registered letter to the President.
3. The exclusion of a member can be proposed by the Board of the Association and must be decided formally by the General Assembly by a majority of two thirds of the votes of the full members present or represented after the member is permitted to present his or her defence publicly, if they so wish.
4. A member ceasing to be a member of the Association has no right to the Social fund.
5. The list of members and full members of the Association is available for consultation at the registered address of the Association.

Article 5

The main parts of the Association are:

- The General Assembly;
- The Board;
- The Executive Board "Bureau".

2. THE GENERAL ASSEMBLY

Article 6

1. The General Assembly has the power to allow the implementation of the aims of the Association.
2. The following subjects are the sole responsibility of the General Assembly:
 - a. election and revocation of the members of the Board without prejudice to Article 12(4);
 - b. approval of the annual accounts and of the annual budget;
 - c. discharge of their management to the Board and to contingent Auditors;
 - d. determination of the general direction of strategy and policy of the Association;
 - e. exclusion of a member;
 - f. dissolution of the Association.
3. The General Assembly, which reunites all the members, meets legally, under the presidency of the President of the Board of the Association, at least once a year during the first term of the school year, preferably before the end of January, at their address or at a place indicated in the meeting invitation.
4. The General Assembly can also meet in extraordinary session at the invitation of the Board. Moreover, it will have to be convened if a fifth of the full members or a tenth of the adherent members requests it. The rules of this article on the deadlines are applied mutatis-mutandis.
5. The Board will announce the date of the General Assembly to the members, via the class representatives and by electronic communication on the website of the Association, at least one month before the convocation of the Assembly.
6. The General Assembly is convened at least two weeks beforehand, via the class representatives, by electronic mail to the members on the website of the Association and by posters in the School building, in the head office of the Association, with the agenda. The Administrative Council should ensure wide publicity for the meeting.
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 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 full members, or twenty members, or two administrators in order to be included in the agenda of the General Assembly.
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 full members. The Board is bound by the rulings of the General Assembly.

9. At the time of convocation, all documents which have to be examined during the General Assembly should be at the disposal of the members in French and English in a place indicated on the notice convening the meeting on the web site of the Association.
10. In as far as possible, the procedures at the time of the General Assembly will be interpreted simultaneously in the 2nd languages of the School, namely English, French and German.

Article 7

During its ordinary annual meeting, the General Assembly:

- a. examines the report submitted by the Board concerning the activities of the Association during the past year;
- b. examines the financial situation of the Association on the basis of a written report submitted by the Auditors if Auditors were designated according to paragraph f, and/or on the basis of the reviser's written report if a reviser is named according to paragraph f and on the basis of a draft budget submitted by the Board;
- c. approves the accounts and the budget of the Association;
- d. sets the amount of the annual membership fee of the Association;
- e. gives discharge for their management by the Board and to the Auditors, if any;
- f. designates two Auditors for the coming financial year and/or names a reviser by laying down the conditions of his mandate;
- g. sets the number of the members of the Board, names them and revokes them according to the conditions provided for in Article 12.

Article 8

1. For any decision, the General Assembly proceeds by voting all present or represented members take part.
2. Only "full members" can vote. Other "members" can express an opinion.
3. All "full members" can be represented at the time of a General Assembly by another "full member" by means of a simple proxy attached to the minutes of the meeting. A "full member" cannot have more than three proxies.

Article 9

1. In order for the General Assembly discussion to be valid, at least a tenth of the full members of the Association must be present or represented. Except in the exceptional cases provided for by these statutes, decisions can be taken by the majority of the full members present or represented and they are immediately communicated to the members present.
2. The vote is made by a show of hands, except in the case of the nomination and the revocation of the members of the Board, which should be written.

Article 10

The resolutions of the General Assembly are communicated to all the members via the class representatives and on the website of the Association. Resolutions are registered in a register signed by the President and the Secretary and kept by the latter who will make them available to the members.

Article 11

1. The General Assembly can adopt rules of procedure.
2. Approval or amendment of the rules of procedure requires a majority of two-thirds of the members or represented effective members present

3. THE BOARD**Article 12**

1. The Association is managed by a Board composed of at least of 2 Administrators from each linguistic section plus a minimum 3 and a maximum 21 Administrators elected from the members by the General Assembly for a two-year mandate.

Elections are held each year, to choose alternatively half (or half plus 1 if the number is odd), then the other half of the Administrators, for a two-year mandate.

2. Preferably, each linguistic section open at the School is represented on the Board by at least two Administrators. Administrators are elected directly by the General Assembly from the members and full members according to the following methods:

The candidates who obtain the most votes are elected, provided that at least two administrators from each linguistic section open at the School are included among the administrators; if not, priority is given to the candidate of a linguistic section not fully represented receiving most votes among the candidates of that section.

3. In addition to the expiry of the mandate after two years the mandate of an Administrator may cease by:
 - a. revocation by the General Assembly, ruling by a majority of two thirds of the present or represented full members;
 - b. resignation of the Administrator;
 - c. ceasing to have a pupil at the school;
 - d. absence at meetings: the Administrator, who, without acceptable justification to the Board, has not participated at a minimum of five meetings of the Board during the school year, will be regarded as having resigned;
 - e. failure to pay the annual membership within the prescribed time limit.
4. Vacancies which occur during a mandate will be filled at the following General Assembly.

Article 13

The Board has full management and administration powers subject to the terms of reference of the General Assembly.

Article 14

1. The Board elects and revokes the Executive Board "Bureau" to which it delegates the daily management of the Association and which is composed of a minimum of six and of a maximum of eight members.
2. The minimum membership of the Bureau will be a:
 - President who is President of the Association;
 - Vice-President responsible for the Pedagogical subjects;
 - Vice-President responsible for the Administrative subjects;
 - Vice-President responsible for Information, for events and for public relations;

- Secretary;
 - Treasurer.
3. The maximum membership of the "Bureau" will include up to two additional members.
 4. The President cannot exercise his mandate for more than four consecutive years. However if the Administrative Council takes a decision unanimously this can be extended for a maximum of an additional two years.

Article 15

1. The Board generally meets once a month during the school year and at least five times a year, convened by the President.
2. Additional meetings can be convened at the request of at least five of its members.
3. The Board can make valid decisions if at least half plus one of its members are present or represented. It rules by a simple majority.
4. If an Administrator has, directly or indirectly, a conflict of interest regarding a decision of the Board or work coming under the responsibility of Administration, he has to inform the other Administrators before consultation at the Board level.
5. The rules of procedure can determine the conditions in which an Administrator can receive a proxy from another administrator.

Article 16

The resolutions of the Board are written into a register signed by the President and the Secretary, and kept by the Secretary who will make them available to the members of the Association.

Article 17

All the proceedings of the Association, except special proxies signed by two Administrators elected to the "Bureau", do not have to be justified with respect to third parties.

Article 18

Legal proceedings both claiming and defending are followed and are undertaken by the Board represented by its President, assisted by an Administrator designated for this purpose by the Board or, in the absence of the President, by a Vice-President under the same conditions.

Article 19

The President and/or one of the Vice-Presidents represent the Association in the Board of Governors of the European Schools. The President and one of the Vice-Presidents represent the Association on the Administrative Council of the School. They can be represented by an Administrator.

Article 20

The financial year ends each year on 31 August. Within six months of closure of the financial year at the latest, the Administrative Council is required to submit the accounts of the past financial year and the budget of the following financial year for approval by the General Assembly;

Article 21

1. As a legal entity the Association exercises its rights as a legal entity, and carries out its obligations via its statutory bodies.
2. The members of these bodies exercise the rights and obligations of the Association collectively.
3. The responsibility of the Board is collective, the Board being solely responsible for the decisions it takes.

Article 22

1. The collective responsibility of the Board does not prevent it from giving to its members or a committee, individual responsibilities, such as the management of the canteen, transport, the extra-curricular activities, etc.
2. Each member or committee responsible for particular tasks within the limits delegated to them is responsible for the daily management of its own budget by way of a separate account. The profits collected for each sector cannot be used for other purposes, unless decided by the General Assembly 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.
3. During the annual General Assembly, the Board will present both its activity report, assessment of the past year, and estimated budget for each sector.

4. MODIFICATIONS OF THE STATUTES-DISSOLUTION OF THE ASSOCIATION**Article 23**

1. All proposals, having as subject an amendment of the statutes or the dissolution of the Association, have to emanate from the Board or of a fifth of the full members or of a tenth of the members of the Association.
2. The Board must communicate the date of the General meeting via the class representatives and via the website of the Association, at least a month beforehand, to approve the said proposals.
3. The General Assembly can validly discuss modifications to the statutes only if modifications are explicitly indicated in the notice convening the meeting and if the General Assembly brings together at least two thirds of the full members, present or represented.
4. An amendment can be adopted only by a majority of two thirds of the full, present or represented, members.
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 full, present or represented members.
6. If the General Assembly does not have the required number of full members 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 proposal in question, by a majority of two thirds of the present or represented full members or four fifths if the modification concerns the aims of the Association.

7. The amendments of the statutes will have an effect only after the formalities and publicity conditions have been met in accordance with the Belgian law of 25 October 1919, amended by the law of 2 May 2002.
8. The General Assembly chooses the method of dissolution or liquidation of the Association. The inheritance will be assigned to an aim similar to the objective of the Association.

5. TRANSITIONAL PROVISIONS

Article 24

1. The members of the Board elected by the founding General Assembly are regarded as full members during the duration of this initial mandate.
2. Notwithstanding Articles 6.1 and 14, no minimum condition of composition of the Board or the "Bureau" is applicable during the first year of operation of the Association.
3. During the first year of operation of the Association, the General Assembly allows the Board to co-opt additional members by simple majority to the Board formed of 13 elected or co-opted members. The co-opted members only have a mandate for one year.

Article 25

During the first year of operation of the Board, the members of the Founder Group Brussels IV can attend meetings of the Board as members without voting rights.