

Annual General Assembly
20 February 2025
19.00 – 22.00
Online

English version

Invitation, Agenda & Annexes





Brussels, 6th February 2025

**APEEE BRUXELLES IV
CONVOCAATION
ANNUAL GENERAL ASSEMBLY
2024/2025**

Dear Parents, Dear Members,

In accordance with article 9.9 of the Statutes, the APEEE of Bruxelles IV has the pleasure to invite all Parents to attend the online

Annual General Assembly (GA) 2024/2025
APEEE of Brussels IV
Thursday 20th February 2025 from 7:00 pm

Along with the invitation, we are also transmitting the agenda and some useful information, which we kindly invite you to read carefully.

SUPPORTING DOCUMENTS

This invitation and the related documents in French and English are available on our website:
www.bru4.eu

ACCESS TO THE MEETING

The link to join the GA meeting will be sent in due course.

QUORUM

We would like to draw your attention to the fact that:

The General Assembly may validly deliberate **if at least 1/10 of the voting members** (Class representatives who have paid the APEEE membership fee 2024-2025) are present or represented.

PROXY (for Class representatives who cannot attend the GA)

According to the article 9.16 of the Statutes, if a Class representative (voting member) cannot attend in person, he/she can be represented by another Class Representative (voting member) by means of a Proxy.

In order to reach the required quorum for the GA, we require the Voting members who cannot attend to complete, sign and return the [Proxy form](#) to the following address: secretariat@bru4.eu **by 7th February 2025 at the latest.**

A voting member cannot represent more than three additional voting members.

Important: The vote of the proxies may be different from the vote of the voting member. For each question, the voting member will thus need to vote for each proxy and will be able to vote differently depending on the proxy.

VOTING PROCEDURE

According to article 9.15 of the Statutes, only class representatives being full members (hereafter called voting members) can vote as long as the membership fee for 2024/2025 has been paid.
As previous years, an electronic voting system will be in place to count the votes.

Voting members will receive an email before the General Assembly with instructions on how to connect to the voting platform. Each voting member will receive only one login and password regardless of the number of proxies he/she holds.

Participants will be able to vote securely via their computer, smartphone, or tablet.



INTERVENTION during the GA

We would like to remind you that all Parents attending the General Assembly can request to take the floor, to express their views and give an advisory opinion. All participants are kindly requested to respect the timing given for the intervention and we reserve the right to make sure the planning of the intervention is respected to allow a constructive discussion.

POWERS OF THE GENERAL ASSEMBLY

The following subjects are the sole responsibility of the General Assembly:

- the election and revocation of the members of the Board;
- the approval of the annual accounts and of the annual budget;
- the discharge of their management to the Board and to contingent Auditors;
- to determine the general direction of strategy and policy of the Association.

ADMINISTRATIVE BOARD-APPLICATION TO VOLUNTEER AS BOARD MEMBER

Each Parent of the European School of Brussels IV having paid the APEEE membership fee 2024/2025 can stand as candidate to join the Administrative Board for a mandate of two years.

This role is on a voluntary basis and the APEEE IV needs motivated Parents to guarantee the smooth running of the Association for the well-being of our children. Your active help is essential to achieve the pedagogical objectives and services for the benefit of the School Community.

You will have the opportunity to be truly involved in School life. You will be attending monthly meetings of the Board of the APEEE, and your support will be needed on various topics such as pedagogy, communication, working groups, services. Don't miss this chance to share your expertise and talent for the benefit of the entire School Community.

In accordance with articles 10.5 and 10.7 of the Statutes, the administrators (within the Board) are maximum 21, with at least two representatives from each linguistic section.

You are highly encouraged to submit your application so that the number of 21 Administrators is reached.

How to apply:

- Please complete the [Candidature form](#).
- Send the form to secretariat@bru4.eu by **19th February 2025** at the latest.
- All applications will be published on the website, so that other parents will have the opportunity to find out more about you. You will also be asked to introduce yourself during the GA.

We look forward to seeing you online this Thursday 20th February 2025.

Cordially,

Dan Nicolae

President of APEEE Brussels IV
On behalf of the Administrative Board

Annexes are published on the APEEE website, with no legal obligation for the date of publication or any technical difficulties.