

**Association des parents d'élèves de l'école européenne de Bruxelles IV AISBL**

Parents Association of the European School, Brussels IV Aisbl  
Elternvereinigung der Europäischen Schule Brüssel IV Aisbl  
Associazione dei genitori della Scuola Europea di Bruxelles IV Aisbl  
Oudervereniging van de Europese School Brussel IV Aisbl  
Асоциация на родителите на учениците от Европейско училище Брюксел IV AISBL  
Asociația de părinți ai elevilor de la Școala Europeană Bruxelles IV AISBL



# **Extraordinary General Assembly / Assemblée Générale Extraordinaire**

**26 June/26 juin 2017 (20:00-23:00)**

Room/Salle 0A,  
Centre Albert Borschette (CCAB)  
Rue Froissart 36, 1040 Etterbeek

## **PART I / PARTIE I**

**draft Statutes / Statuts révisés**



## **STATUTS**

**Association des parents d'élèves de l'école européenne de Bruxelles IV,  
Drève Sainte-Anne 86, 1020 Bruxelles-Laeken**

*Les présents statuts ont été adoptés par l'Assemblée Générale de l'Association des  
parents d'élèves de l'école européenne de Bruxelles IV le **jj mm aaaa**.*

*Ils modifient et remplacent les statuts publiés au Moniteur belge le 17 décembre 2012  
(publication n° 0206778).*

**30 mai 2017**

### **Article 1. Dénomination**

- 1.1 Sous la dénomination « Association des Parents d'Élèves de l'École Européenne de Bruxelles IV », ci-après dénommée « l'Association », est constituée une association internationale à but pédagogique conformément au Titre III de la loi belge du 27 juin 1921 sur les associations sans but lucratif, les fondations et les associations internationales sans but lucratif, modifiée par la loi du 2 mai 2002.
- 1.2 L'École européenne de Bruxelles IV est dénommée ci-après « l'École ».

### **Article 2. Siège social**

- 2.1 Le siège social de l'Association est situé dans l'agglomération de Bruxelles au lieu désigné par décision du Conseil d'Administration. Il est actuellement au siège de l'École, Drève Sainte-Anne 86, à 1020 Bruxelles.
- 2.2 Le siège social peut être transféré en dehors de l'agglomération de Bruxelles par décision de l'Assemblée Générale.
- 2.3 Tout transfert de siège sera enregistré et publié conformément à la loi.

### **Article 3. Protection des données**

- 3.1 L'Association respectera la loi relative à la protection des données à caractère personnel.

## Article 4. Objets

### 4.1 L'Association a pour but :

- a) de prendre et de favoriser toute initiative pour permettre la participation la plus large des parents à la vie de l'École sous toutes ses formes et aux décisions y afférentes ;
- b) de représenter les intérêts éducatifs et familiaux des parents auprès de l'École et des instances compétentes communales, régionales, nationales et européennes ;
- c) de faire connaître aux autorités de l'École les vœux des parents et leurs suggestions relatives à l'organisation scolaire ;
- d) à la demande des parents concernés, de signaler aux autorités de l'École tous les problèmes auxquels les parents pourraient être confrontés concernant l'éducation de leurs enfants au sein de l'École et de chercher à les résoudre dans toute la mesure du possible ;
- e) d'assurer une information suffisante des parents concernant les décisions ou délibérations des autorités communales, régionales, nationales ou européennes en ce qui concerne l'École ;
- f) d'organiser des activités extrascolaires ainsi que toutes autres activités au profit des enfants ou des parents, en agissant en concertation avec les autorités de l'École si nécessaire ;
- g) d'assurer l'organisation et la gestion d'autres activités, notamment le transport scolaire et la cantine, en association avec les autorités de l'École si nécessaire ;
- h) de promouvoir les liens et, le cas échéant, d'établir une collaboration directe avec les Associations des Parents d'Élèves des autres Écoles Européennes, notamment avec celles dont le siège se trouve situé dans l'agglomération bruxelloise.

### 4.2 L'Association atteint ses buts en étroite collaboration avec ses membres. Elle peut poser tout acte quelconque se rattachant directement ou indirectement, en tout ou en partie, à ses buts ou pouvant en amener le développement ou en faciliter la réalisation.

## Article 5. Composition

### 5.1 L'Association représente tous les parents et est constituée de membres honoraires et de membres adhérents.

### 5.2 Toute personne exerçant l'autorité parentale exclusive ou partagée sur un élève de l'École est un membre honoraire, sans qu'aucune formalité d'adhésion ne soit requise.

### 5.3 Toute personne exerçant l'autorité parentale exclusive ou partagée sur un élève de l'École et ayant payé la cotisation annuelle de l'Association est un membre adhérent de l'Association et est, à ce titre, autorisée à bénéficier des différents services et installations mis à disposition par l'Association.

### 5.4 Le paiement de la cotisation annuelle de l'Association devra être fait avant la date définie par le Conseil d'Administration. Le Conseil d'Administration pourra modifier

cette échéance de manière générale ou dans des cas spécifiques.

- 5.5 Le nombre minimum de membres adhérents s'élève à 8 personnes. Il n'y a pas de nombre maximum de membres adhérents.
- 5.6 Les membres adhérents qui sont à jour de leurs paiements à l'Association, et conformément aux dispositions des présents statuts et de toutes règles de procédure pouvant être définies par les présents statuts :
- a) peuvent être nommés représentants de classe ;
  - b) peuvent être nommés représentants de section ;
  - c) peuvent assister aux Assemblées Générales, mais sans droit de vote ;
  - d) peuvent proposer des motions à soumettre au vote lors d'une Assemblée Générale, sous réserve des dispositions fixées dans les règles de procédure de l'Assemblée Générale ;
  - e) peuvent proposer des sujets de discussion lors de l'Assemblée Générale, qu'elle soit ordinaire ou extraordinaire, sous réserve des dispositions fixées dans les règles de procédure de l'Assemblée Générale ;
  - f) peuvent convoquer une Assemblée Générale, sous réserve des dispositions des règles de procédure de l'Assemblée Générale ;
  - g) peuvent se présenter aux élections du Conseil d'Administration ;
  - h) peuvent assister aux réunions du Conseil d'Administration en tant qu'observateur, sans droit de vote, sur invitation du Président.
- 5.7 Outre les dispositions de l'article 5.2 ci-dessus, le titre de membre honoraire peut aussi être accordé par décision du Conseil d'Administration. Par dérogation à l'article 5.2, il ne sera pas strictement obligatoire d'être le parent d'un élève de l'École. Le membre honoraire n'aura pas de droits de vote, ne proposera pas et ne soutiendra pas de motions et ne se présentera pas à un mandat électif au sein de l'Association.
- 5.8 En cas de doutes sur la conformité d'un scrutin, d'une révocation ou de toute autre décision concernant un membre adhérent ou un membre honoraire, des éléments de preuve pertinents seront soumis au Conseil d'Administration. Un registre des décisions du Conseil d'Administration sera conservé au siège social de l'Association. Ce registre sera consultable au siège social de l'Association.
- 5.9 La liste des membres de l'Association sera consultable au siège social de l'Association.

## Article 6. Perte de la qualité de membre

- 6.1 La qualité de membre prendra fin lorsqu'un parent n'a plus d'enfant au sein de l'École.
- 6.2 Tout membre de l'Association peut présenter sa démission par écrit, à l'attention du Président de l'Association.
- 6.3 L'exclusion d'un membre peut être proposée par le Conseil d'Administration et devra être prononcée par l'Assemblée Générale à la majorité des deux tiers des voix des représentants de classe présents ou représentés. Toutefois, une telle mesure ne peut être prise qu'après l'envoi d'un avertissement officiel par lettre recommandée au membre concerné au moins soixante jours avant l'Assemblée Générale, ledit

avertissement l'invitant à fournir des explications écrites ou à présenter sa défense lors de l'Assemblée Générale, s'il le souhaite. L'exclusion sera notifiée par lettre recommandée.

- 6.4 Le membre qui cesse de faire partie de l'Association n'a aucun droit à un remboursement partiel ou total de la cotisation annuelle ni sur le fonds communautaire et/ou sur le fonds social.

## Article 7. Représentants de classe

- 7.1 Les représentants de classe représentent les parents des élèves de la classe au sein de l'Association.

- 7.2 Les représentants de classe :

- a) représentent les parents dans toutes les questions liées à la classe qu'ils représentent ainsi que dans toutes les questions liées à l'activité et à l'objet de l'Association ;
- b) consultent et informent les autres parents de l'école concernant tous les sujets pertinents ;
- c) peuvent gérer le fonds commun de la classe, s'il existe, constitué pour couvrir les frais communs pendant l'année scolaire ;
- d) représentent les parents en prenant part aux votes lors des Assemblées Générales. Les représentants de classe ont plein droit de vote lors des Assemblées Générales, à la condition qu'ils soient à jour de leurs cotisations au moment du vote.

- 7.3 Au début de chaque année scolaire, les parents élisent, pour chaque classe, au minimum deux (2) et au maximum quatre (4) représentants de classe parmi les membres de l'Association, à l'exclusion des membres honoraires.

- 7.4 Les représentants de classe sont élus directement par les parents ayant un enfant dans la classe. Chaque enfant de la classe donne une seule voix à ses parents. Un parent ne peut représenter qu'une classe.

Un parent peut déléguer sa voix à un autre parent, mais aucun parent n'est autorisé à accepter plus de deux procurations lors des élections au sein d'une même classe. Les procurations doivent se faire par écrit et mentionner les noms des deux parties ainsi que la signature du parent absent.

- 7.5 Les modalités du scrutin seront laissées à l'entière discrétion des parents de cette classe, en prenant soin toutefois d'éviter les conflits d'intérêts. Le déroulement des élections incombera collectivement aux parents des enfants de chaque classe. Les nominations peuvent être acceptées jusqu'au moment du vote.

Un conflit d'intérêts peut survenir si le représentant de classe ou un membre de la famille proche peut tirer un profit, s'il a un intérêt financier ou professionnel dans une entité liée au travail de l'Association, s'il est partenaire, directeur, responsable, membre du Conseil d'Administration ou mandataire de ladite entité ou s'il est, d'une autre manière, directement ou indirectement intéressé par l'affaire.

- 7.6 Les parents désigneront un Président qui vérifiera la validité des procurations et s'assurera de la régularité du processus électoral. Dans les deux semaines qui suivent les élections, le Président doit transmettre, sur le formulaire fourni, les résultats du scrutin au Conseil d'Administration pour approbation et désignation officielle des représentants de classe.
- 7.7 Les représentants de classe qui ont été désignés par le Conseil d'Administration conservent leur statut jusqu'à ce que leurs remplaçants aient été désignés. Ce principe ne s'applique pas lorsque le représentant de classe démissionne, ne paie pas la cotisation annuelle ou cesse d'être membre.
- 7.8 Si, au cours de l'année scolaire, un représentant de classe décide de se retirer, le Conseil d'Administration peut inviter les parents de cette classe à voter pour élire un successeur.
- 7.9 Les parents de chaque classe peuvent révoquer le statut d'un ou de la totalité de leurs représentants de classe par un vote à la majorité des trois quarts de tous les parents de cette classe. Dans ce cas, un vote par procuration est impossible.
- 7.10 Chaque classe peut élire des adjoints chargés d'assister un ou plusieurs de leurs représentants de classe, sous réserve de l'accord des représentants de classe concernés. Ces adjoints ne pourront pas assister aux réunions du Conseil d'Administration, ni posséder de droits de vote, ni proposer ou soutenir des motions. Leur fonction consiste uniquement à assister les représentants de classe dans leur travail.
- 7.11 Le nombre total minimum de représentants de classe pour le niveau scolaire concerné sera de quatre (4) personnes.
- 7.12 Seuls les votes des représentants de classe seront exécutoires lors des Assemblées Générales.

## Article 8. Représentants de section pour chaque section linguistique

- 8.1 Les représentants de section :
  - a) sont chargés de la coordination, au sein de chaque section linguistique, des activités qui y sont liées ;
  - b) représentent les parents au Conseil d'Éducation de l'École ;
  - c) sont les interlocuteurs des inspecteurs nationaux responsables du contenu et de la qualité de l'enseignement assuré par les enseignants de leur pays ;
  - d) assistent le Conseil d'Administration sur simple demande.
- 8.2 Au début de chaque année scolaire, immédiatement après les élections des représentants de classe, les représentants de classe pour le niveau scolaire concerné (maternelle/primaire et secondaire) désigneront un (des) représentant(s) de section pour chaque section linguistique parmi les membres de l'Association, à l'exclusion des membres honoraires.

- 8.3 Le(s) nom(s) du (des) représentant(s) de section choisi(s) pour chaque section linguistique sera (seront) communiqué(s) au Conseil d'Administration.
- 8.4 Un représentant de section peut aussi être un représentant de classe et disposer des droits de vote associés lors de l'Assemblée Générale. Si un représentant de section n'est pas un représentant de classe, il n'aura pas de droits de vote lors de l'Assemblée Générale.
- 8.5 Les représentants de section pour chaque section linguistique peuvent conserver leur statut jusqu'à ce que leurs remplaçants aient été désignés. Ce principe ne s'applique pas lorsque le représentant de section démissionne ou ne paie pas la cotisation annuelle.
- 8.6 Si, au cours d'une année scolaire, un représentant de section pour chaque section linguistique décide de se retirer, les représentants de classe pour le niveau scolaire concerné peuvent lui désigner un successeur.
- 8.7 Les représentants de classe pour le niveau scolaire concerné peuvent révoquer le statut d'un ou de la totalité de leurs représentants de section pour chaque section linguistique par un vote à la majorité des trois quarts de tous les parents de cette section linguistique. Dans ce cas, un vote par procuration est impossible.

## Article 9. Organes de l'Association

- 9.1 Les organes de l'Association sont :
- a) l'Assemblée Générale, qui définit la politique de l'Association ;
  - b) le Conseil d'Administration, qui met en œuvre la politique de l'Association et fait des propositions à l'Assemblée Générale ;
  - c) le Bureau, qui est responsable de la gestion journalière de l'Association sous l'autorité déléguée du Conseil d'Administration.
- 9.2 En tant que personne morale, l'Association exerce ses droits et exécute ses obligations par l'intermédiaire de ses organes statutaires.
- 9.3 Les membres de ces organes exercent les droits et exécutent les obligations de l'Association en collège.
- 9.4 Les actes de l'Association n'ont pas à être justifiés auprès de tiers.

## Article 10. Assemblée Générale

- 10.1 L'Assemblée Générale possède les pleins pouvoirs permettant la réalisation de l'objet de l'Association.
- 10.2 Les sujets suivants sont de la seule responsabilité de l'Assemblée Générale :
- a) l'élection et la révocation des membres du Conseil d'Administration ;
  - b) l'approbation des comptes annuels de l'exercice comptable qui se termine et

- du budget pour l'exercice comptable en cours ;
  - c) la décharge de leur gestion au Conseil d'Administration et aux éventuels Commissaires aux Comptes ;
  - d) la détermination de la stratégie, de la politique et du fonctionnement de l'Association ;
  - e) l'exclusion d'un membre adhérent ;
  - f) la dissolution de l'Association.
- 10.3 L'Assemblée Générale, qui comprend tous les membres, se réunit en session ordinaire, sous la présidence du Président du Conseil d'Administration, au moins une fois par an au cours du premier semestre de l'année scolaire, de préférence avant la fin du mois de janvier, au siège social ou à un endroit indiqué dans la convocation.
- 10.4 L'Assemblée Générale peut également se réunir en session extraordinaire sur convocation du Conseil d'Administration. Une session extraordinaire doit être convoquée si un cinquième des membres, à l'exclusion des membres honoraires, ou un dixième des représentants de classe en font la demande au Président par écrit.
- 10.5 Le Conseil d'Administration annoncera aux membres, par l'intermédiaire des représentants de classe et par communication électronique sur le site Web de l'Association, la date de l'Assemblée Générale (ordinaire ou extraordinaire), au minimum un mois avant la convocation de ladite Assemblée.
- 10.6 L'Assemblée Générale (ordinaire ou extraordinaire) sera convoquée au moins deux semaines à l'avance, par le Président qui communiquera l'ordre du jour aux membres, directement ou par l'intermédiaire des représentants de classe. La convocation et l'ordre du jour seront également publiés sur le site Web de l'Association et affichés dans les locaux de l'Association. Le Conseil d'Administration sera chargé d'assurer une large publicité à cette convocation. La période de deux semaines peut être réduite si une Assemblée Générale extraordinaire et urgente est requise.
- 10.7 Tout sujet à débattre lors d'une Assemblée Générale ainsi que toute motion à soumettre au vote de l'Assemblée Générale devront être présentés au Conseil d'Administration, au plus tard trois semaines avant la date officielle de l'Assemblée afin d'être inscrits à l'ordre du jour. Pour être portée à l'ordre du jour de l'Assemblée Générale, toute demande devra être motivée par écrit et soutenue par dix (10) représentants de classe, vingt (20) membres ou deux (2) membres du Conseil d'Administration.
- 10.8 Si la détermination des orientations générales de la stratégie et de la politique de l'Association est à l'ordre du jour, elle fera l'objet d'un débat et, le cas échéant, sera soumise au vote de l'ensemble des représentants de classe présents ou représentés. Le Conseil d'Administration est engagé par les délibérations de l'Assemblée Générale.
- 10.9 Au moment de la convocation, tous les documents qui doivent être examinés au cours de l'Assemblée Générale sont mis à la disposition des membres en français et en anglais dans un local indiqué dans l'avis de convocation ou publiés sur le site Web de l'Association.



10.10 Au cours de sa réunion annuelle ordinaire, l'Assemblée Générale :

- a) examine le rapport présenté par le Conseil d'Administration concernant les activités de l'Association au cours de l'année écoulée ;
- b) approuve les comptes de l'Association et le budget pour l'année suivante, sur la base d'un rapport écrit soumis par le Conseil d'Administration. Ce rapport fournit des détails sur les fonds détenus par l'Association à des fins spécifiques, notamment la cantine, les transports, les activités extrascolaires, la Somerfest, le fonds communautaire, le fonds social et le fonds étudiant, ainsi que sur la manière dont ces fonds ont été utilisés ;
- c) fixe le montant de la cotisation annuelle des membres de l'Association ;
- d) donne décharge de leur gestion au Conseil d'Administration et aux éventuels Commissaires aux Comptes ;
- e) peut désigner au moins un Commissaire aux Comptes pour l'exercice à venir, compte tenu de la loi belge en vigueur qui régit la désignation des Commissaires aux Comptes ;
- f) désigne les membres du Conseil d'Administration, après une élection par vote électronique des candidats présentés pendant l'Assemblée Générale. Cette élection se fera sur la base des candidats qui obtiennent le plus de voix ;
- g) dresse une liste de réserve pour combler les futurs postes vacants au Conseil d'Administration, en raison de candidats présentés sous le point f) qui n'ont pas été élus, sous réserve de l'accord des personnes concernées ;
- h) détermine les orientations générales de la stratégie et de la politique de l'Association ;
- i) traite tous les autres sujets qui surviennent et sont de la compétence exclusive de l'Assemblée Générale, notamment l'exclusion d'un membre, la dissolution de l'Association, etc.

10.11 Les séances de l'Assemblée Générales, ordinaires ou extraordinaires, seront tenues en langue anglaise et/ou en langue française, à la discrétion du Président.

10.12 L'Assemblée Générale mettra tout en œuvre pour que ses décisions soient adoptées par consensus. Si aucun consensus n'est trouvé, les décisions seront adoptées par un vote à la majorité simple des représentants de classe présents ou représentés.

10.13 Seuls les représentants de classe qui remplissent les dispositions de l'article 7.2d) ci-dessus sont autorisés à voter. Les membres peuvent s'exprimer par voie d'avis consultatif.

10.14 Chaque représentant de classe peut se faire représenter lors d'une Assemblée Générale par un autre représentant de classe porteur d'une procuration qui restera jointe au procès-verbal de la réunion. Un représentant de classe ne peut être porteur de plus de trois procurations.

10.15 Pour que l'Assemblée Générale puisse délibérer valablement, il faut qu'au moins un dixième des représentants de classe soit présent ou représenté. Sauf dans les cas exceptionnels prévus par les présents statuts, les décisions sont prises à la majorité simple des représentants de classe présents ou représentés.

- 10.16 Le vote se fait si possible par voie électronique, ou à main levée. Il peut toutefois avoir lieu à bulletin secret si l'un des représentants de classe en fait la demande dûment motivée.
- 10.17 Les décisions prises par l'Assemblée Générale sont consignées en langue anglaise et/ou en langue française par le Secrétaire. Le choix de la langue est à la discrétion du Président.
- Les décisions seront communiquées par le Secrétariat, sous forme d'ébauche, au Président, aux membres du Conseil d'Administration concernés et à toute autre partie intéressée, et ce, dans les trois (3) jours ouvrables qui suivent l'Assemblée Générale.
- Les décisions seront finalisées et approuvées par le Président de l'Assemblée Générale concernée dans les dix (10) jours ouvrables qui suivent l'Assemblée Générale. L'ultime responsabilité de la finalisation et de l'approbation des décisions revient au Président.
- Les décisions seront publiées sur le site Web de l'Association dans les quinze (15) jours ouvrables qui suivent l'Assemblée Générale.
- 10.18 Le procès-verbal de l'Assemblée Générale sera rédigé en langue anglaise et/ou en langue française par le Secrétaire. Le choix de la langue est à la discrétion du Président.
- Le procès-verbal sera approuvé par le Président de l'Assemblée Générale concernée. Cette approbation aura lieu après consultation des intervenants et des membres du Conseil d'Administration concernés, si possible.
- L'ultime responsabilité de la finalisation et de l'approbation du procès-verbal de l'Assemblée Générale revient au Président.
- Le procès-verbal de l'Assemblée Générale sera communiqué à tous les membres dans les deux (2) mois qui suivent la séance de l'Assemblée Générale.
- 10.19 L'Assemblée Générale peut adopter des règles de procédure internes.

## Article 11. Conseil d'Administration

- 11.1 L'Association est administrée par le Conseil d'Administration, qui possède tous les pouvoirs de gestion et d'administration et les pouvoirs budgétaires sous réserve des attributions de l'Assemblée Générale. Le Conseil d'Administration est engagé par les délibérations de l'Assemblée Générale.
- 11.2 Le Conseil d'Administration est composé au minimum de huit (8) membres et au maximum de vingt-et-un (21) membres, élus pour un mandat de deux ans.
- 11.3 L'Assemblée Générale élit les membres du Conseil d'Administration parmi les membres de l'Association. Des élections sont tenues chaque année, pour choisir alternativement une moitié (ou la moitié plus un si le nombre est impair), puis l'autre moitié des membres du Conseil d'Administration, pour un mandat de deux ans.
- 11.4 Le vote se fait si possible par voie électronique. Les candidats ayant obtenu le plus de voix sont élus, à condition qu'au moins deux personnes de chaque section linguistique ouverte à l'École soient incluses parmi les membres du Conseil d'Administration. Sinon, priorité est donnée au candidat d'une section linguistique non pleinement représentée

ayant reçu le plus de voix parmi les candidats de cette section.

- 11.5 Une liste de candidats de réserve sera tenue ; les postes qui deviennent vacants au sein du Conseil d'Administration pourront être comblés à partir de cette liste. L'Assemblée Générale demandera aux candidats leur consentement avant d'inclure leurs noms dans la liste de réserve.
- 11.6 Chaque membre du Conseil d'Administration peut proposer sa candidature à chaque Assemblée Générale pour un mandat de deux ans.
- 11.7 Outre l'expiration du mandat après deux ans, le mandat d'un membre du Conseil d'Administration prend fin par :
- a) la perte de qualité de parent d'élève ;
  - b) la démission du membre du Conseil d'Administration ;
  - c) le défaut de paiement de la cotisation dans les délais impartis ;
  - d) l'absence aux réunions : le membre du Conseil d'Administration qui, sans justification acceptable au Conseil d'Administration, n'aura pas assisté à un minimum de cinq réunions du Conseil d'Administration pendant l'année scolaire sera considéré comme ayant démissionné ;
  - e) la révocation par l'Assemblée Générale, statuant à la majorité des deux tiers des représentants de classe présents ou représentés.
- 11.8 Si, au cours d'un mandat, un membre du Conseil d'Administration ne peut plus exercer ses fonctions, le Conseil d'Administration décidera si :
- a) le poste doit rester vacant ; ou
  - b) si le poste doit être comblé à partir de la liste de candidats de réserve par un nouveau membre pour le reste de ce mandat ; ou
  - c) s'il doit être co-opté après un appel à candidatures lancé par le Conseil d'Administration recherchant des personnes présentant des domaines d'expertise ou des compétences spécifiques dont le Conseil d'Administration a besoin.
- 11.9 Le Président du Conseil d'Administration sera élu par les membres du Conseil d'Administration pour un mandat de deux ans, renouvelable deux fois à la discrétion du Conseil d'Administration.
- 11.10 Le Conseil d'Administration exerce ses obligations de manière collégiale et possède une responsabilité collective pour tous les sujets liés au travail de l'Association, notamment les fonds.
- 11.11 La collégialité du Conseil d'Administration n'empêche pas que ce dernier puisse donner à un comité, ou à un groupe de travail qu'il peut constituer, des attributions particulières, telles que la cantine, les activités périscolaires et les transports. Tout comité ou groupe de travail de ce type ainsi constitué agira toujours sous l'autorité du Conseil d'Administration, qui conservera une compétence résiduelle dans tous les domaines.

- 11.12 Le Conseil d'Administration peut proposer à l'Assemblée Générale que des fonds soient attribués pour constituer ou pour contribuer à constituer les fonds utilisés sous l'égide de l'Association, notamment le fonds communautaire, le fonds social ou l'activité Somerfesto.
- 11.13 Le Conseil d'Administration peut aussi autoriser ses membres à effectuer certaines tâches spécifiques pour le compte du Conseil d'Administration, en agissant toujours sous l'autorité du Conseil d'Administration.
- 11.14 Dans les quatre (4) mois qui suivent la clôture de l'exercice le 31 août de chaque année, le Conseil d'Administration soumettra pour approbation, à chaque Assemblée Générale annuelle, ses comptes de l'exercice comptable clôturé ainsi que le budget de l'exercice comptable à venir.
- 11.15 Jusqu'à l'autorisation du budget par l'Assemblée Générale, le Conseil d'Administration n'autorisera aucune dépense autre que celles correspondant aux frais de gestion journalière et aux contrats qui ont déjà été approuvés.
- 11.16 Le Conseil d'Administration présentera à chaque Assemblée Générale annuelle, pour information, son rapport d'activité pour l'année écoulée ainsi que son évaluation de l'année écoulée.
- 11.17 Le Conseil d'Administration peut adopter des règles de procédures régissant ses propres actes ainsi que ceux de tout comité ou groupe de travail qu'il peut constituer, sous réserve de l'approbation de l'Assemblée Générale.

## Article 12. Bureau

- 12.1 Le Bureau est nommé par le Conseil d'Administration.
- 12.2 Sous l'autorité déléguée du Conseil d'Administration, il est responsable de la gestion journalière de l'Association. En particulier, il est responsable de la gestion des trois secteurs d'activité de l'Association (transports, cantine et activités extrascolaires).
- 12.3 Le Conseil d'Administration peut révoquer son autorité déléguée au Bureau à tout moment et assumer la responsabilité directe de la gestion journalière de l'Association.

## Article 13. Représentation de l'Association

- 13.1 Le Président et/ou un Vice-Président, assisté(s) par un membre du Conseil d'Administration le cas échéant, représente(nt) l'Association auprès du Conseil Supérieur des Écoles Européennes.
- 13.2 Le Président et/ou un Vice-Président et/ou un membre du Conseil d'Administration représente(nt) l'Association auprès du Conseil d'Administration de l'École.
- 13.3 Le Président et/ou un Vice-Président, assisté(s) par un membre du Conseil d'Administration le cas échéant, représente(nt) l'Association lors de procédures judiciaires.

## Article 14. Modification des statuts

- 14.1 Toute proposition ayant pour objet une modification des statuts doit émaner du Conseil d'Administration ou, par l'intermédiaire du Conseil d'Administration, des membres de l'Association.
- 14.2 Le Conseil d'Administration doit communiquer, par l'intermédiaire des représentants de classe et sur le site Web de l'Association, au moins un mois à l'avance, la date de l'Assemblée Générale qui statuera sur les modifications proposées.
- 14.3 L'Assemblée Générale ne peut valablement délibérer sur les modifications aux statuts que si ces modifications sont explicitement indiquées dans la convocation et si l'Assemblée Générale réunit au moins les deux tiers des représentants de classe, présents ou représentés.
- 14.4 Une modification des statuts ne peut être adoptée qu'à la majorité des deux tiers des voix des représentants de classe, présents ou représentés.
- 14.5 Toutefois, une modification qui porte sur un but en vue duquel l'association a été constituée ne peut être adoptée qu'à la majorité des quatre cinquièmes des voix des représentants de classe, présents ou représentés.
- 14.6 Si l'Assemblée Générale qui doit statuer sur une modification des statuts ne réunit pas le nombre requis de représentants de classe de l'Association, une nouvelle Assemblée Générale sera convoquée dans les mêmes conditions que ci-dessus, sans pouvoir être tenue moins de quinze jours après la première réunion. Elle statuera définitivement sur la proposition de modification en cause, à la majorité des deux tiers des représentants de classe, présents ou représentés, ou des quatre cinquièmes si la modification concerne les buts de l'Association.
- 14.7 Les modifications des statuts n'auront d'effet qu'après que les formalités et conditions de publicité auront été remplies conformément à la loi belge du 27 juin 1921, modifiée par la loi du 2 mai 2002.

## Article 15. Dissolution de l'Association

- 15.1 Toute proposition ayant pour objet la dissolution de l'Association doit émaner du Conseil d'Administration ou, par l'intermédiaire du Conseil d'Administration, des membres de l'Association.
- 15.2 Le Conseil d'Administration doit communiquer, par l'intermédiaire des représentants de classe et sur le site Web de l'Association, au moins un mois à l'avance, la date de l'Assemblée Générale qui statuera sur la dissolution de l'Association.
- 15.3 L'Assemblée Générale fixe le mode de dissolution et de liquidation de l'Association.
- 15.4 Le patrimoine sera affecté à un but similaire à l'objet social de l'Association.

## Article 16. Application

- 16.1 Les présents statuts seront interprétés et appliqués conformément au droit belge, en particulier au Titre III de la loi du 27 juin 1921 sur les associations sans but lucratif, les fondations et les associations internationales sans but lucratif.

draft pour l'assemblée générale 26 juin 2017



## **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:
  - a) deal with co-ordination within each language section for activities related thereto;
  - b) represent the parents on the School Education Council;
  - c) are the contact points with the national inspectors responsible for the content and quality of teaching provided by teachers from their country;
  - d) 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.

**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



18 May 2017

Note: only the draft Statutes 2017 are in sequential order

The various articles of the 2012 Statutes have been moved around to be placed beside the relevant draft Article of the proposed Statutes 2017

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
<p>Article 1.1</p> <p>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.</p>	<p>Article 1.1</p> <p>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.</p>	<p>All four Brussels-based schools are AISBL.</p> <p>Legal reference corrected (1921 instead of 1919).</p> <p>Subject of the 1921 legislation is added.</p>
	<p>Article 1.2</p> <p>The European School of Brussels IV is hereafter referred to as "the School".</p>	<p>New Article</p> <p>Definition added.</p>
<p>Article 1.2</p> <p>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,</p>	<p>Article 2.1</p> <p>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, 86 Drève Sainte Anne,</p>	<p>The second sentence of the 2012 Statutes "any transfer of address [...]" has been put as a new article 2.3 (see below).</p>

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
1020 Brussels. Any transfer of address should be the subject of a deposition and of publication provided for by the law.	1020 Brussels.	
	Article 2.2 The registered address may be transferred outside the judicial district of Brussels by means of a decision of the General Assembly.	New article. This text is in the Statutes of EEB II and EEB III.
	Article 2.3 Any transfer of the registered office shall be registered and published in accordance with the law.	New article Formerly part of Article 1.2 of 2012 Statutes (see above).
	Article 3 The Association shall comply with the law relating to the protection of personal data.	New article. Requirement to protect personal data. Also expanded in Rule 10 of the draft Rules of Procedure of the Administrative Board.
Article 2 The Association has as its aims:	Article 4.1 The aims of the Association are:	Editorial amendments
Article 2.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;	Article 4.1.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;	Editorial amendments.

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
Article 2.b) to represent the educational and family interests of parents to the School and towards the competent communal, regional, national and European authorities;	Article 4.1.b) to represent the educational and family interests of parents with regard to the School and local, regional, national and European authorities;	Editorial amendments.
Article 2 c) to make parents wishes and suggestions known to the school authorities concerning the school organisation;	Article 4.1.c) to make parents' wishes and their suggestions regarding the organisation of the school known to the School Authorities;	Editorial amendments.
	Article 4.1.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;	New article. Its purpose is to highlight the APEEE's role to bring problems to the attention of the school, and to act as mediator if invited.
Article 2 f) to ensure that the parents are informed of the decisions or proceedings of the various Belgian departments and European authorities;	Article 4.1.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;	The words "to the fullest extent possible" have been added to better reflect reality. The words "various Belgian departments and European authorities" have been replaced by "local, regional, national and European authorities concerning the School".
Article 2 e) to ensure the organisation and management of school transport, the canteen and the extra-curricular activities and to develop any other	Article 4.1.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	New article Article 2e) of 2012 Statutes has been split into two new articles draft 4.1f) (and draft 4.1.g) see below) in order to distinguish between activities

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
service for the children and for the parents as needed;	School Authorities as required;	that are directly organized by the Association and those for which the Association ensures the organization and management.  The words “and any other activities” have been added to enable the Association to organize any other activities for the children.  The words “acting in liaison with the School Authorities as required” have been added.
	Article 4.1.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;	New article  This is the second part of Article 2e) of 2012 Statutes (transport, canteen).  The text in Article 2e) of the 2012 Statutes “to develop any other service for the children and for the parents as needed” is covered in the wording “to ensure the organisation and management of other activities, such as [...]”.  The words “in association with the School Authorities as required” have been added.
Article 2 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;	Article 4.1.h)  to promote links and, where appropriate, to cooperate directly with the Parents’ Associations of the other European Schools, in particular with those whose registered office is located within the judicial district of Brussels;	Editorial amendments.

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
<p>Article 2 g)</p> <p>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.</p>	<p>Article 4.2</p> <p>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.</p>	<p>Editorial amendments.</p>
<p>Article 3.1</p> <p>The Association differentiates between members and full members.</p>	<p>Article 5.1</p> <p>The Association represents all parents and consists of Honorary Members and Members.</p>	<p>In the 2012 Statutes “members” are all parents with a child in the school (no voting rights). “Full members” are the class representatives with voting rights (see also Article 3.5 of the 2012 Statutes).</p> <p>The Association, once recognized by the Board of Governors, represents the parents in the school.</p> <p>The words “Sole or shared parental authority” are added for precision.</p>
<p>Article 3.2</p> <p>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.</p>	<p>Article 5.2</p> <p>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.</p>	
	<p>Article 5.3</p> <p>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.</p>	
<p>Article 3.3</p> <p>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</p>	<p>Article 5.4</p> <p>Payment of the Association’s annual fee should be made no later than the date determined by the Administrative Board. The Administrative</p>	<p>Reference to “membership” fee replaced by “annual” fee because it is not a membership fee but a fee which entitles the Member to benefit from the services/facilities provided by the</p>

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
is valid. The Board of the Association can modify this deadline generally or in specific cases.	Board can modify this deadline generally or in specific cases.	Association.  Date of 01 November replaced by “date determined by the Administrative Board” in order to give more flexibility.  Reference to “so that any election of a member is valid” has been deleted because the point of the fee is for using the services.
	Article 5.5  The minimum number of Members is 8 persons. There is no upper limit on the number of Members.	New Article  Belgian law does not stipulate a minimum number, but the Justice Ministry website advises there be a minimum of three members. Eight has been used to ensure a reasonably-sized Board, given the tasks that have to be done by the AB.
Article 3.4  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).	Article 5.6  Members who are up-to-date with their contributions 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	This article brings together into one article the various powers of Members, which were in various articles throughout the Statutes, for ease of reading and reference.



Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
	<p>for the vote of a General Assembly, subject to the provisions of the Rules of Procedure of the General Assembly;</p> <p>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;</p> <p>f) may convene a General Assembly, subject to the provisions of the Rules of Procedure of the General Assembly;</p> <p>g) may stand for election to the Administrative Board;</p> <p>h) may attend meetings of the Administrative Board as an observer, at the invitation of the President, without voting rights.</p>	<p>Draft rules of Procedure of the General Assembly are also submitted for consideration and approval to the extraordinary GA on 26 June 2017.</p>
	<p>Article 5.7</p> <p>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.</p>	<p>New article.</p> <p>This provision enables the Association to continue to represent parents who no longer have a child in the school, where warranted.</p> <p>Honorary membership may be awarded also to people who have helped the school-APEEE in some significant way.</p>

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
	<p>Article 5.8</p> <p>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.</p>	<p>New article</p> <p>Purpose is to ensure open and transparent decision-making.</p> <p>The directory will merely contain the Board's decision. It will not contain any confidential or sensitive supporting information.</p>
<p>Article 3.7</p> <p>All members who have paid the annual membership fee are eligible to be voted onto the Board of the Association.</p>		Text moved up into draft Article 5.5g) above.
<p>Article 4.5</p> <p>The list of members and full members of the Association is available for consultation at the registered address of the Association.</p>	<p>Article 5.9</p> <p>The membership list of the Association shall be made available for consultation at the Association's registered office.</p>	Editorial changes.
<p>Article 4.1</p> <p>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.</p>	<p>Article 6.1</p> <p>Membership shall cease when a parent no longer has a child at the school.</p>	<p>Can apply to become Honorary Members, if necessary (see Article 5.6).</p> <p>Deletion of "termination of possible elective functions" because the possibility to co-opt someone has been introduced in Article 11.8.c) below.</p>
Article 4.2	Article 6.2	

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
Any member of the Association can present his/her resignation by registered letter to the President.	Any Member of the Association may tender his or her resignation in writing, addressed to the President of the Association.	Removal of “registered letter” requirement as it can be onerous. An email or a letter sent by surface post should suffice.
<p>Article 4.3</p> <p>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.</p>	<p>Article 6.3</p> <p>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.</p>	<p>Text amended to reflect wording used in EEB II’s statutes.</p> <p>Registered post requirement is retained here (in two places) given the seriousness of the matter.</p>
<p>Article 4.4</p> <p>A member ceasing to be a member of the Association has no right to the Social fund.</p>	<p>Article 6.4</p> <p>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.</p>	<p>Article 4.4 of the 2012 Statutes referred to the Social Fund but nowhere else.</p> <p>Draft Article 11.12 (below) formally establishes a Community Fund and a Social Fund.</p>
<p>Article 3.6</p> <p>The ' full members':</p>	<p>Article 7.1</p> <p>Class representatives represent the parents of children of the class within the Association.</p>	<p>In the 2012 Statutes the term “full members” meant the class representatives. Definition of their function given.</p>

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
Article 3.6a) represent the class parents within the Association for all questions for all questions relating to the aims described in article 2 and specific to the class which they represent ;	Article 7.2a) 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;	Rewording to simplify and make more transparent.
Article 3.6c) consult with, and inform, the class parents in the appropriate way.	Article 7.2b) confer with, and inform, other parents of the school of any relevant matters;	Editorial changes
	Article 7.2c) may administer the mutual fund of the class, if any, constituted to cover common costs during the academic year;	New sub-article Several classes have established class funds and a clause is needed to cover them.
Article 3.6b) represent the parents by taking part in voting at the General Assembly;	Article 7.2d) 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.	Text added that class representatives must have paid their annual fee in order to be eligible to vote.
Article 3.5 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.	Article 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.	Depending on the degree of interest amongst parents, there may not be enough candidates to fill the four posts. Hence some flexibility has been added.

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
	<p>Article 7.4</p> <p>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.</p> <p>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.</p>	<p>New article</p> <p>Voting process for class representatives.</p> <p>Text taken from EEB II RoP (article 7 (part))</p> <p>Rules governing proxy votes added.</p>
	<p>Article 7.5</p> <p>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.</p> <p>The election process shall be the collective responsibility of the parents of the children in each class.</p> <p>Nominations may be accepted right up to the time of the voting.</p> <p>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</p>	<p>New article</p> <p>Text taken from EEB II RoP (articles 5, 7 (part))</p> <p>Conflict of interest provision added.</p> <p>Definition of conflict of interest in relation to class representatives added. Should a teacher who is also a parent become a class representative, this definition is elastic enough to enable teachers to serve as class reps while avoiding topics where they might have a conflict of interest.</p> <p>Note that conflict of interest in relation to the Administrative Board has also been added in the draft Rules of Procedure for the AB, which are also submitted for approval to the General Assembly on 26 June 2017.</p>

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
	indirectly interested in the matter.	
	<p>Article 7.6</p> <p>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.</p>	<p>New article</p> <p>Text taken from EEB II RoP (article 6).</p> <p>The Presiding Officer (one of the parents in the class) ensures that the voting process for class representatives is above board and also sends the voting results to the AB.</p>
	<p>Article 7.7</p> <p>Class Representatives who have been appointed by the Administrative Board may retain their status until such time as those replacing them have been appointed.</p> <p>This does not apply in cases where the Class Representative resigns, fails to pay the annual fee or otherwise ceases to be a Member.</p>	<p>New article</p> <p>Once the AB has appointed the class representatives, they cannot be arbitrarily revoked except by following the stipulated process (see draft Article 7.9 below).</p>
	<p>Article 7.8</p> <p>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.</p>	<p>New article</p> <p>Replacement process for a class representative.</p>
	<p>Article 7.9</p> <p>The parents of each class can revoke the status of one or all of their class representatives by a</p>	<p>New article</p> <p>Parents have the right to revoke the status of a</p>

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
	three-quarters majority vote of all the parents for that class. In such a case, a proxy vote is not possible.	class representative.
	<p>Article 7.10</p> <p>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.</p>	<p>New article.</p> <p>Election of deputies to assist Class representatives.</p>
	<p>Article 7.11</p> <p>The minimum overall number of Class Representatives for the school level concerned shall be four (4) persons.</p>	<p>New article.</p> <p>Note that this number relates to the overall number for the school level concerned, not to the number of class representatives for each class.</p>
	<p>Article 7.12</p> <p>Only the votes of the Class Representatives shall be binding at General Assemblies.</p>	<p>New article.</p> <p>Purpose is to make clear that only class representatives have voting rights at GAs.</p>
	<p>Article 8.1</p> <p>Section Representatives:</p> <p>a) deal with co-ordination within each language section for activities related thereto;</p> <p>b) represent the parents on the School</p>	<p>New article.</p> <p>Section representatives are appointed by the class representatives, and they essentially deal with each language section.</p>

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
	<p>Education Council;</p> <p>c) are the contact points with the national inspectors responsible for the content and quality of teaching provided by teachers from their country;</p> <p>d) assist the Administrative Board on request.</p>	
	<p>Article 8.2</p> <p>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.</p>	<p>New article</p> <p>Process for appointing section reps.</p>
	<p>Article 8.3</p> <p>The names of the selected Section Representative(s) for each language section shall be communicated to the Administrative Board.</p>	<p>New article</p> <p>Requirement to inform the AB of the elected section reps.</p>
	<p>Article 8.4</p> <p>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</p>	<p>New article</p> <p>Section reps do not have voting rights at GAs unless they are also, at the same time, class reps.</p>



Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
	the General Assembly.	
	<p>Article 8.5</p> <p>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.</p>	<p>New article</p> <p>Section reps are appointed by the class reps; they cannot be arbitrarily revoked. The revocation process is described in Article 8.7 below;</p>
	<p>Article 8.6</p> <p>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.</p>	<p>New article</p> <p>Article empowers a successor to be appointed.</p>
	<p>Article 8.7</p> <p>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.</p>	<p>New article</p> <p>This article describes the revocation process for Section reps.</p>
<p>Article 5</p> <p>The main parts of the Association are:</p> <ul style="list-style-type: none"> <li>• The General Assembly;</li> <li>• The Board;</li> </ul>	<p>Article 9.1</p> <p>The Association consists of the:</p> <p>a) General Assembly, which sets the policy of the Association;</p>	<p>More description added to make it clear that the General Assembly is the over-arching decision-maker and the Administrative Board is accountable to it at all times. Any committee,</p>

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
<ul style="list-style-type: none"> <li>The Executive Board "Bureau".</li> </ul>	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.	working group created by the AB works under delegated authority of the AB which remains accountable to the GA at all times.
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.	Article 9.2  The Association exercises its rights as a legal entity, and carries out its obligations via the constituent bodies of the Association	Editorial change for clarity.
Article 21.2  The members of these bodies exercise the rights and obligations of the Association collectively.	Article 9.3  The Members of each constituent body of the Association shall exercise and fulfil the Association's rights and duties collectively.	Editorial change for clarity.
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 9.4  The proceedings of the Association do not have to be justified with respect to third parties.	Deletion of requirement that special proxies have to be justified to third parties. These should be dealt with on a case by case basis.
Article 6.1  The General Assembly has the power to allow the implementation of the aims of the Association.	Article 10.1  The General Assembly shall have full powers to enable the objects of the Association to be achieved.	Editorial changes.

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
<p>Article 6.2.</p> <p>The following subjects are the sole responsibility of the General Assembly:</p> <ul style="list-style-type: none"> <li>a) election and revocation of the members of the Board without prejudice to Article 12 (4);</li> <li>b) approval of the annual accounts and of the annual budget;</li> <li>c) discharge of their management to the Board and to contingent Auditors;</li> <li>d) determination of the general direction of strategy and policy of the Association;</li> <li>e) exclusion of a member;</li> <li>f) dissolution of the Association.</li> </ul>	<p>Article 10.2</p> <p>The following subjects are under the General Assembly's exclusive competence:</p> <ul style="list-style-type: none"> <li>a) election of the members of the Administrative Board, and their revocation;</li> <li>b) approval of annual statements of the closing financial year and of the budget for the current financial year;</li> <li>c) discharge of their management to the Administrative Board and to the Auditors, if any;</li> <li>d) definition of the strategy, policy and operation of the Association;</li> <li>e) exclusion of a contributing Member;</li> <li>f) dissolution of the Association.</li> </ul>	<p>Greater precision has been added</p> <p>For instance in b) the reference to the relevant financial year has been added.</p> <p>In d) reference to "operation of the Association" has also been added.</p>
<p>Article 6.3</p> <p>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.</p>	<p>Article 10.3</p> <p>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.</p>	<p>Editorial changes.</p>

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
<p>Article 6.4</p> <p>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.</p>	<p>Article 10.4</p> <p>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.</p>	<p>Editorial changes.</p> <p>Requirement for “written request” added.</p> <p>Deadlines are given in draft RoP GA.</p>
<p>Article 6.5</p> <p>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.</p>	<p>Article 10.5</p> <p>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.</p>	<p>Editorial changes.</p>
<p>Article 6.6</p> <p>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.</p>	<p>Article 10.6</p> <p>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</p>	<p>Greater precision given.</p> <p>Clause added to enable the deadline to be shortened for an “extraordinary and urgent” General Assembly.</p>

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
	General Assembly is required.	
<p>Article 6.7</p> <p>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.</p>	<p>Article 10.7</p> <p>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.</p>	Editorial changes
<p>Article 6.8</p> <p>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.</p>	<p>Article 10.8</p> <p>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.</p>	Editorial changes
<p>Article 6.9</p> <p>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</p>	<p>Article 10.9</p> <p>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</p>	Editorial changes

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
on the web site of the Association.	the Association.	
Article 7 During its ordinary annual meeting, the General Assembly:	Article 10.10 At its ordinary annual session, the General Assembly :	Editorial changes
Article 7a) examines the report submitted by the Board concerning the activities of the Association during the past year;	Article 10.10a) considers a report submitted by the Administrative Board on the Association's activities during the preceding year;	Editorial changes
Article 7b) 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, and on the basis of a draft budget submitted by the Board;	Article 10.10b) 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;	Article 10.7b) combines articles 7b) and 7c) of the 2012 Statutes. Reference to “revisers” removed as they are not used.  Article expanded to refer to the funds held by the Association for specific purposes.
Article 7c) approves the accounts and the budget of the Association;		Incorporated into draft Article 10.2b above.
Article 7d) sets the amount for the annual membership fee of the Association;	Article 10.10c) determines the amount of the annual subscription for Members of the Association;	Editorial changes

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
Article 7e) gives discharge for their management by the Board and to the Auditors, if any;	Article 10.10d) gives full discharge to the Administrative Board, and to the auditors if any, in respect of their administration;	Editorial changes
Article 7f) designates two Auditors for the coming financial year and/or names a reviser by laying down the conditions of his mandate;	Article 10.10e) may appoint at least one auditor for the coming year, taking into account the relevant Belgian law governing the appointment of auditors;	Reference to two auditors has been amended to one auditor as usually one auditor is appointed. Reference to revisers removed.
Article 7g) sets the number of the members of the Board, names them and revokes them according to the conditions provided for in Article 12.	Article 10.10f) 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;	Reference to election by e-ballot added. Reference to “most votes” system added.
	Article 10.10g) 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;	New article  Creation of reserve list.
	Article 10.10h) provides general direction of strategy and policy of the Association;	New article. Added because “strategy” was referred to in Article 10.2d) above.

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
	Article 10.10i) 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.	New article Sets down the GA's competence to deal with other matters.
Article 6.10 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 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.	Rule 11 of the draft RoP General Assembly enables requests to be made for interpretation services at least two weeks before the date of the ordinary General Assembly and at least one week before the date of the extraordinary General Assembly.
Article 8.1 For any decision, the General Assembly proceeds by voting all present or represented members take part.	Article 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.	Reworded article Follows text of EEB EEE Statutes.
Article 8.2 Only "full members" can vote. Other "members" can express an opinion.	Article 10.13 Only Class Representatives who comply with the provisions of Article 7.2d) above can vote. Members can express an opinion.	Article 7.2d) above requires that Class representatives be up-to-date with their contributions to the association.
Article 8.3 All "full members" can be represented at the time of a General Assembly by another "full member" by means of a simple proxy attached	Article 10.14 Each Class Representative may be represented at the General Assembly by another Class Representative holding a proxy, which shall be	Rewording. Follows text of EEB II statutes



Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
to the minutes of the meeting. A "full member" cannot have more than three proxies.	attached to the minutes of the meeting. A Class Representative may not hold more than three proxies.	
<p>Article 9.1</p> <p>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.</p>	<p>Article 10.15</p> <p>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.</p>	<p>Rewording. Follows text of EEB II statutes.</p> <p>See also 10.2 above.</p>
<p>Article 9.2</p> <p>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.</p>	<p>Article 10.16</p> <p>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.</p>	<p>E-voting has been shown to work well.</p>
<p>Article 10</p> <p>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 that will make them available to the members.</p>	<p>Article 10.17</p> <p>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.</p> <p>The decisions shall be circulated in draft form by the Secretariat to the President, relevant Board members and any other interested party, within</p>	<p>Reworded article.</p> <p>The purpose is to ensure that the Board receives the General Assembly's decisions as soon as possible after the GA, in order to implement them.</p> <p>They will be published within 15 working days on the Association's website, where they can be consulted, as well as being maintained by the</p>

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
	<p>three (3) working days following the General Assembly.</p> <p>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.</p> <p>The decisions shall be published on the Association's website within fifteen (15) working days following the General Assembly.</p>	<p>Secretariat.</p> <p>The President has ultimate responsibility for ensuring that the decisions are finalized and approved within the stipulated deadlines.</p> <p>The Association Membership is entitled to be informed as quickly as possible of the decisions taken by the GA.</p>
	<p>Article 10.18</p> <p>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.</p> <p>The minutes shall be approved by the President who chaired the General Assembly. This following consultation with speakers and relevant Board members where feasible.</p> <p>Ultimate responsibility for finalization and approval of the minutes of the General Assembly rests with the President.</p> <p>The minutes of the General Assembly shall be communicated to all the members within two (2) months following the holding of the General</p>	<p>New article</p> <p>This article describes the process for approving the minutes and ensuring that they are circulated to the membership within a reasonable timeframe.</p> <p>The President has ultimate responsibility for the minutes.</p> <p>The Association Membership should be informed as quickly as possible of the GA's proceedings.</p>

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
	Assembly.	
Article 11.1 The General Assembly can adopt rules of procedure.	Article 10.19 The General Assembly may adopt internal Rules of Procedure.	Editorial change. Draft RoP General Assembly will also be submitted to the eGA on 26 June for adoption.
Article 13 The Board has full management and administration powers subject to the terms of reference of the General Assembly.	Article 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.	“Budgetary powers” have been added to the powers of the Administrative Board Explicit reference is made to the fact that the Administrative Board is bound by the rulings of the General Assembly.
Article 12.1 The Association is managed by an 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.	Article 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.	Reference to: “at least 2 Administrators from each linguistic section” has been moved to draft Article 11.4 below.  The election schedule is in draft Article 11.3.
	Article 11.3 The General Assembly elects the members of the Administrative Board from amongst the	New article This new article combines parts of Articles 12.1 and 12.2 of the 2012 Statutes.

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
	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.	The linguistic section appointment process is in draft Article 11.4 below.
<p>Article 12.2</p> <p>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:</p> <p>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.</p>	<p>Article 11.4</p> <p>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.</p>	<p>Reference to e-voting is made.</p> <p>Linguistic section appointment process is described here (moved down from article 12.1 of the 2012 Statutes).</p>
	<p>Article 11.5</p> <p>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.</p>	<p>New article.</p> <p>Proposal to create a reserve list.</p>

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
	Article 11.6 Each member of the Administrative Board may offer their candidacy to each General Assembly for a further two-year term of office.	New article Purpose is to ensure continuity of expertise. All appointments to the AB have to be submitted to and approved by the GA.
Article 12.3 In addition to the expiry of the mandate after two years the mandate of an Administrator may cease by:	Article 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:	Editorial changes.
Article 12.3 c) ceasing to have a pupil at the school;	Article 11.7a) ceasing to have a pupil at the school;	Editorial changes.
Article 12.3 b) the resignation of the Administrator;	Article 11.7b) resignation of the member from the Administrative Board;	Editorial changes.
Article 12.3 e) failure to pay the annual membership within the prescribed time limit.	Article 11.7c) failure to pay the annual fee within the prescribed time limit;	Editorial changes.
Article 12.3 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;	Article 11.7d) absence at meetings: the member of the Administrative Board, who, without acceptable justification to the Board, has not attended a minimum of five (5) Board meetings during the school year will be deemed to have resigned;	Editorial changes.

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
<p>Article 12.3 a)</p> <p>a revocation by the General Assembly, ruling by a majority of two thirds of the present or represented full members;</p>	<p>Article 11.7e)</p> <p>revocation by the General Assembly, acting by a majority of two-thirds of the Class Representatives present or represented.</p>	<p>Reference made to “Class representatives”, instead of “full members”;</p>
<p>Article 12.4</p> <p>Vacancies which occur during a mandate will be filled at the following General Assembly.</p>	<p>Article 11.8</p> <p>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:</p> <ul style="list-style-type: none"> <li>a) the position should remain vacant or;</li> <li>b) be filled from the reserve list of candidates by a new member for the remainder of that term of office, or;</li> <li>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.</li> </ul>	<p>Expanded article.</p> <p>Gives more flexibility to fill a vacancy on the Administrative Board, in-between General Assemblies.</p> <p>Proposal to create a reserve list is in draft Article 11.5 above.</p> <p>The possibility to co-opt members to the AB has been added in cases where specific expertise or skills are needed.</p>
<p>Article 14.4</p> <p>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.</p>	<p>Article 11.9</p> <p>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.</p>	<p>The duration of the President’s term of office is unchanged. Revised wording makes provision for the President to be elected by the AB at the start of every term of office.</p>

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
<p>Article 21.3</p> <p>The responsibility of the Board is collective, the Board being solely responsible for the decisions it takes.</p>	<p>Article 11.10</p> <p>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.</p>	<p>Editorial changes.</p> <p>Reference to funds added to make it clear that the AB has responsibility for ensuring that funds are correctly managed. The AB is accountable to the General Assembly.</p>
<p>Article 22.1</p> <p>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.</p>	<p>Article 11.11</p> <p>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.</p>	<p>Expanded article.</p> <p>Purpose is to show that all committees, working groups, etc., act under the Administrative Board's delegated authority, which maintains a residual competence at all times.</p>
	<p>Article 11.12</p> <p>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.</p>	<p>New article</p> <p>Empowers the AB to finance the Community Fund and/or the Social Fund.</p>
	<p>Article 11.13</p> <p>The Administrative Board may also authorize</p>	<p>New Article</p> <p>Empowers the board to appoint board members</p>

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
	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.	to undertake ad hoc tasks for the association.
<p>Article 20</p> <p>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;</p>	<p>Article 11.14</p> <p>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.</p>	<p>Editorial changes.</p> <p>The board has a reduced time, 4 months, instead of 6 months, to submit the accounts and budget.</p>
	<p>Article 11.15</p> <p>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.</p>	<p>New Article</p> <p>Purpose is to emphasise that the GA must have approved the budget before the AB can authorize expenditure.</p>
<p>Article 22.3</p> <p>During the annual General Assembly, the Board will present both its activity report, assessment of the past year, and estimated budget for each sector.</p>	<p>Article 11.16</p> <p>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.</p>	<p>The activity reports are for the GA's information.</p> <p>Reference to the budget has been moved up into draft Article 11.14 above.</p>
	<p>Article 11.17</p> <p>The Administrative Board may adopt Rules of Procedure governing its own proceedings and</p>	<p>New article</p> <p>Empowers the AB to adopt rules of procedure.</p>



Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
	those of any committee or working group that it may establish, subject to the approval of the General Assembly.	Note that draft RoP are also submitted to the GA on 26 June for approval.
<p>Article 14.1</p> <p>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.</p>	<p>Article 12.1</p> <p>The Executive Committee is appointed by the Administrative Board.</p>	<p>Expanded article.</p> <p>The wording "to which it delegates the daily management of the Association" has been deleted. This wording was misleading because in fact the Executive Committee always works under the delegated authority of the AB, which in turn is answerable to the General Assembly.</p>
	<p>Article 12.2</p> <p>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).</p>	<p>New article</p> <p>Describes the tasks of the Executive Committee (or "Bureau").</p>
	<p>Article 12.3</p> <p>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.</p>	<p>New article.</p> <p>While the Board always had powers to revoke the Executive Committee (Article 14.1 of the 2012 Statutes), this text also empowers the Board to assume the functions of the EC if necessary.</p>
<p>Article 19</p> <p>The President and/or one of the Vice-Presidents represent the Association in the Board of</p>	<p>Article 13.1</p> <p>The President, and/or a Vice-President, assisted by a member of the Administrative Board where</p>	<p>New articles 13.1 and 13.2</p> <p>Article 19 of the 2012 Statutes is split into two</p>

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
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.	appropriate, shall represent the Association in the Board of Governors of the European Schools.	separate articles: draft Article 13.1 refers to the Board of Governors; draft Article 13.2 refers to the Administrative Council.
	Article 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.	
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 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. <sup>1</sup>	Editorial changes.
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.	Article 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.	The reference to “or the dissolution of the Association” has been moved to draft Articles 15.1-15.4 below.
Article 23.2 The Board must communicate the date of the General meeting via the class representatives	Article 14.2 The Board must communicate the date of the General Assembly having as subject the	Precision added that this relates to proposed

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
and via the website of the Association, at least a month beforehand, to approve the said proposals.	proposed amendments to the statutes via the class representatives and via the website of the Association, at least one month beforehand.	amendments to the statutes. See also comment on draft Article 14.1 above.
<p>Article 23.3</p> <p>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.</p>	<p>Article 14.3</p> <p>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.</p>	Editorial changes
<p>Article 23.4</p> <p>An amendment can be adopted only by a majority of two thirds of the full, present or represented, members.</p>	<p>Article 14.4</p> <p>An amendment to the statutes can be adopted only by two thirds of the Class Representatives, present or represented.</p>	Editorial changes
<p>Article 23.5</p> <p>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.</p>	<p>Article 14.5</p> <p>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.</p>	Reference to “class representatives” instead of “full members”.
<p>Article 23.6</p> <p>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</p>	<p>Article 14.6</p> <p>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</p>	Editorial changes.

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
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.	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.	
Article 23.7 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.	Article 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.	Legal reference corrected (1921 instead of 1919).
	Article 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.	New article Text is part of Article 23.1 of the 2012 Statutes. Proposals to dissolve the APEEE have to be submitted to the AB or emanate from the AB.
	Article 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 Association's website, at least one (1) month beforehand.	New article. Text is part of Article 23.2 of the 2012 Statutes.

Comparison of APEEE BRU IV Statutes 2012 and proposed draft Statutes 2017		
Statutes 2012 (unofficial translation)	Draft Statutes 2017	Comment
<p>Article 23.8</p> <p>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.</p>	<p>Article 15.3</p> <p>The General Assembly shall determine the method of winding up and disposing of the assets of the Association.</p>	<p>Editorial changes.</p> <p>Assignment of inheritance is put into new draft Article 15.4 below.</p>
	<p>Article 15.4</p> <p>The assets shall be assigned to a charitable purpose similar to the objective of the Association.</p>	<p>New article.</p> <p>Text is second sentence of Article 23.8 of the 2012 Statutes.</p>
	<p>Article 16.1</p> <p>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.</p>	<p>New article</p> <p>Text taken from the EEB II Statutes.</p> <p>It complements draft Article 1.1 above.</p>

**Articles in the 2012 Statutes that have been moved to the draft RoP Administrative Board, moved to the draft RoP General Assembly or deleted.**

<p>Article 11.2</p> <p>Approval or amendment of the rules of</p>		<p>Text moved to Rule 41 of the draft RoP General Assembly. It reads:</p>
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procedure requires a majority of two thirds of the members or represented effective members present.		“These Rules, or any portion of these Rules, may be amended or suspended, at any time by a majority vote of three-fifths of the Class Representatives present or represented at the General Assembly.”
<p>Article 14.2</p> <p>The minimum membership of the Bureau will be:</p> <ul style="list-style-type: none"> <li>• President who is President of the Association;</li> <li>• Vice-President responsible for the Pedagogical subjects;</li> <li>• Vice-President responsible for the Administrative subjects;</li> <li>• Vice-President responsible for Information, for events and for public relations;</li> <li>• Secretary;</li> <li>• Treasurer.</li> </ul>		<p>Moved to Rule 54 of draft RoP of Administrative Board. It reads:</p> <p>“The Administrative Board shall appoint the Executive Committee from amongst its members, by simple majority of the attending or represented members:</p> <ul style="list-style-type: none"> <li>• A President, who is also the President of the Administrative Board;</li> <li>• A Vice-President for Educational affairs;</li> <li>• A Vice-President for Administrative affairs;</li> <li>• A Vice-President for Communications, Events and Public Relations;</li> <li>• The members of the Administrative Board in charge of the three operational departments of the Association: Transport, Canteen and Extracurricular school activities.</li> <li>• A Treasurer;</li> <li>• A Secretary.”</li> </ul>
<p>Article 14.3</p> <p>The maximum membership of the "Bureau" will include up to two additional members.</p>		<p>Moved to Rule 55 of draft RoP of Administrative Board. It reads:</p> <p>“The Executive Committee may be enlarged by the inclusion of two (2) additional members of the Administrative Board, as required.”</p>

<p>Article 15.1</p> <p>The Board generally meets once a month during the school year and at least five times a year, convened by the President.</p>		<p>Moved to Rule 4 of the draft RoP of the Administrative Board. It reads:</p> <p>“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.”</p>
<p>Article 15.2</p> <p>Additional meetings can be convened at the request of at least five of its members.</p>		<p>This text has been incorporated into Rule 62iii) of the Administrative Board (see above) the Requirement of 5 members reduced to 1 member, subject to a majority vote of the EC.</p>
<p>Article 15.3</p> <p>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.</p>		<p>Moved to Rule 14 of the draft RoP AB. It reads:</p> <p>“There shall be a valid quorum within the Administrative Board if at least half of its members plus one are present.”</p>
<p>Article 15.4</p> <p>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.</p>		<p>Rules 10-13 of the draft RoP AB set out the principle of non-conflict of interest for the AB and its groups. They read as follows:</p> <p>Rule 10:</p> <p>“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.</p>

		<p>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."</p> <p>Rule 11</p> <p>"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."</p> <p>Rule 12</p> <p>"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."</p> <p>Rule 13</p> <p>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</p>
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		to vote of the member concerned regarding decisions likely to be affected by the potential or actual direct or indirect conflict of interest.”
<p>Article 15.5</p> <p>The rules of procedure can determine the conditions in which an Administrator can receive a proxy from another administrator.</p>		<p>Rules 22-23 of the draft RoP for the General Assembly GA read as follows:</p> <p>Rule 22</p> <p>“Any Class Representative may be represented at a General Assembly by another Class Representative holding a proxy, which shall be attached to the minutes of the Assembly.”</p> <p>Rule 23</p> <p>“A Class Representative may not hold more than three (3) proxies.”</p>
<p>Article 22.2</p> <p>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.</p>		<p>Rules 167-171 of the draft RoP AB read as follows:</p> <p>Rule 167</p> <p>“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.”</p> <p>Rule 168</p> <p>“The daily management will be ensured by the Association’s staff under the direct supervision of the Association’s Director.”</p> <p>Rule 169</p> <p>“The profits collected for each activity cannot be used for other purposes, unless decided by the</p>

		<p>General Assembly.”</p> <p>Rule 170</p> <p>“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.”</p>
<p>Article 24.1</p> <p>The members of the Board elected by the founding General Assembly are regarded as full members during the duration of this initial mandate.</p>		<p>Deleted.</p> <p>Transitional provisions article.</p>
<p>Article 24.2</p> <p>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.</p>		<p>Deleted.</p> <p>Transitional provisions article.</p>
<p>Article 24.3</p> <p>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.</p>		<p>Deleted.</p> <p>Transitional provisions article.</p>

<p>Article 25</p> <p>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.</p>		<p>Deleted.</p> <p>Transitional provisions article.</p>
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