



**Extraordinary General Assembly
and
Ordinary General Assembly
4th December 2018
19.30 – 23.30
Charlemagne Building
Room: Alcide de Gasperi (2nd Floor)
170, rue de la Loi B-1040 Bruxelles**

English version

Invitation, Agenda & Annexes



Brussels, 20th November 2018

APEEE BRUXELLES IV
CONVOCATION
EXTRAORDINARY GENERAL ASSEMBLY AND ORDINARY GENERAL ASSEMBLY
2018/2019

Dear Parents, Dear Members,

In accordance with article 6.6 of the Statutes, the APEEE of Brussels IV has the pleasure to invite all Parents to attend the

Extraordinary General Assembly (EGA)
followed by the
Ordinary General Assembly (OGA) 2018/2019
APEEE of Brussels IV
Tuesday 4th December 2018 from 7:30 pm
At the **Charlemagne Building – 2nd Floor - Room: Alcide de Gasperi**
170, rue de la Loi 1040 Brussels

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

SUPPORTING DOCUMENTS

In accordance with article 6.9 of the Statutes available on the website of the Association, this invitation and related documents in French and English are available at the Secretariat of the APEEE 86, Drève Sainte Anne 1020 Laeken, as well as on our website <https://www.bru4.eu>

PRE-REGISTRATION

You are kindly requested to PRE-register in advance, even if you are an official of a European Institution, using the registration link below:

<https://bit.ly/2QU47gl>

Your registration will help to understand how many Parents and Class Representatives will be attending to better organise the Assembly.

QUORUM

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

The Extraordinary General Assembly (EGA) to amend the APEEE Statutes of the APEEE of Brussels IV will have two parts:

- 1) vote to add an aim of the Association, requiring 4/5 majority of the full, present or represented members (**Class Representatives who have paid the APEEE membership fee 2018-2019**).
- 2) vote on the entire draft text, requiring 2/3 of the full, present or represented members (**Class Representatives who have paid the APEEE membership fee 2018-2019**).

The Ordinary General Assembly may validly deliberate if **at least 1/10 of the full members (Class representatives who have paid the APEEE membership fee 2018-2019)** are present or represented.

REGISTRATION

Starts at 6:30 pm. Please be on time! Sandwiches from the APEEE cafeteria will be on offer, but it is first come, first served. Upon arrival at the Charlemagne Building, you will be able to pick up a badge at the registration desk before the security check.

PROXY (for Class Representatives who cannot attend the EGA/OGA)

According to the article 8.3 of the Statutes, if a Class Representative (Full member) cannot attend in person, he/she can be represented by another Class Representative (Full member) by means of a Proxy.

In order to reach the required quorum for the OGA (1/10) and EGA (2/3 and 4/5), we require the Full members who cannot attend to complete and sign the [Proxy form](#). A full member cannot represent more than three effective members.

The proxy form manually signed (original or hard copy) should be provided by the delegated Full member at the time of registration before the start of the EGA. A proxy on smartphone (not printed) will not be accepted.

VOTING PROCEDURE

According to article 8.2 of the Statutes, only full members can vote as long as the membership fee for 2018/2019 has been paid. If you have made your payment recently, please bring the proof of payment at the Assembly to speed up your registration.

As previous years, an electronic voting system will be in place to count the votes and your registration will help us ensure that the required number of voting system devices will be available.

INTERVENTION during the EGA/OGA

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

POWERS OF THE GENERAL ASSEMBLY

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

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

ADMINISTRATIVE BOARD – APPLICATION TO VOLUNTEER AS BOARD MEMBER

Each Parent of the European School of Brussels IV having paid the APEEE membership fee 2018/2019 can stand as candidate to join the Administrative Board for a mandate of two years.

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

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

In accordance with article 12.1 of the Statutes, the administrators (within the Board) are maximum 21, with at least two representatives from each linguistic section.

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

How to apply:

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

We look forward to seeing you this Tuesday 4th December, 2018 at the Charlemagne Building.

Cordially,

Kristin Dijkstra
President of APEEE Brussels IV
On behalf of the Administrative Board

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