

*ASSOCIATION DES PARENTS D'ELEVES DE L'ECOLE EUROPEENNE BRUXELLES II - WOLUWE*  
*ELTERNVEREINIGUNG DER EUROPÄISCHEN SCHULE BRÜSSEL II - WOLUWE*  
*PARENTS ASSOCIATION OF THE EUROPEAN SCHOOL BRUSSELS II - WOLUWE*  
*ASSOCIAZIONE DEI GENITORI DEGLI ALLIEVI DELLA SCUOLA EUROPEA BRUX.II - WOLUWE*  
*VERENIGING VAN OUDERS VAN LEERLINGEN VAN DE EUROPESE SCHOOL BRUSSEL II - WOLUWE*  
*ASSOCIAÇÃO DE PAIS DOS ALUNOS DA ESCOLA EUROPEIA BRUXELAS II - WOLUWE*  
*FÖRÄLDRAFÖRENINGEN I EUROPASKOLAN, BRYSSEL II - WOLUWE*  
*WOLUWEN, BRYSSELIN II EUROOPPAKOULUN VANHEMPIENYHDISTYS*

# **S T A T U T E S**

## **&**

# **R U L E S O F**

# **P R O C E D U R E**

**REVISION APPROVED ON 21 JANUARY 2021**  
**BY ANNUAL GENERAL MEETING**

Approved by the « Service public fédéral Justice ».  
Sent to the registry of the “Tribunal de Commerce” on 30 April 2021.

*(Original version in French)*

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# STATUTES

It has been agreed to set up a non-profit making association with the following statutes:

## **1. DESIGNATION – REGISTERED OFFICE – OBJECTS**

### **- Article 1 -**

An international association with educational aims called "The Association of Parents of Pupils at the European School Brussels II - Woluwe" is hereby established in accordance with Title III of the Belgian Law of 27 June 1921 on non profit-making organisations, foundations, and international non profit-making associations.

### **- Article 2 -**

The Association's registered office shall be judicial district of Brussels at an address determined by ordinary decision of the Administrative Board, and is at present at the registered office of the school, avenue Oscar Jespers, 75, Woluwe - St-Lambert.

The registered address may be transferred outside the judicial district of Brussels by means of a decision of the General Meeting.

Any transfer of registered address must be registered and published in accordance with the law.

### **- Article 3 -**

The Association's objects shall be:

- 1) - to take and encourage any initiative making possible the maximum participation by parents in all aspects of school life and in decisions relating thereto,
- 2) - to represent the educational and family interests of parents with regard to the school and local, regional, national and European authorities,
- 3) - to make parents' wishes and their suggestions regarding the organisation of the school known to the school authorities,
- 4) - to organise extra-curricular activities and any other activities for the benefit of the children or the parents, acting in liaison with the Administrative Board of the school,



- 5) - to help resolve any other problem which parents may have with regard to the education of their children,
- 6) - to ensure that parents are sufficiently well informed regarding decisions or discussions of the various competent authorities concerning the school,
- 7) - to encourage ties, and, where appropriate, to cooperate directly with the Associations of Parents of Pupils at other European Schools, in particular with those whose registered office is situated in Greater Brussels.

## **2. MEMBERS - ORGANIZATION**

### **- Article 4 -**

The number of members is unlimited and must be at least three. Every member must be a parent of a child at the European School of Brussels II – Woluwe. ("Parent" is understood to mean any person with sole or shared parental authority over the child).

All parents are associate members, with no membership formalities being required. Associate members shall only vote in an advisory capacity at the General Meeting.

Only children of paid-up members may be subscribers to the APEEE services, which include but are not limited to, the provision of bus transport to and from the school, provision of school meals and provision of after-school activities. The Board can set the conditions for other members of the school community to use the services. The level of the APEEE membership fee is set each year at the Annual General Meeting.

### **- Article 5 -**

Associate or full members may only vote or be elected if they are up-to-date with their contributions at the time of the vote or the election.

### **- Article 6 -**

Each year, at their request, four parents per class of the school, selected by the parents of each class as their representatives, may be approved by the Administrative Board as full members. The full members (class representatives) shall retain that status until such time as those replacing them are appointed.

Only the votes of full members shall be binding at General Meetings.

### **- Article 7 -**

Membership shall lapse when a member ceases to be a parent of a pupil, without prejudice to Articles 6 and 13.

Any member of the Association may tender his or her resignation by registered letter addressed to the Chairperson of the Association.

A member may be excluded, on a proposal from the Administrative Board, by a two-thirds majority of full members present or represented at the General Meeting. 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 Meeting, inviting him or her to provide written explanations. The exclusion shall be notified by registered post.

A member who ceases to belong to the Association shall lose all rights in respect of the Association's assets.

Admission to membership as an honorary member shall be subject to a decision of the Administrative Board. By derogation from Article 4, being a parent is not required. The honorary member is not required to pay a contribution and may neither vote nor stand for election at the Administrative Board.

The list of members is available at the Association's registered office.

#### **- Article 8 -**

The governing bodies of the Association shall be:

- the General Meeting,
- the Administrative Board,
- the Bureau.

### **3. THE GENERAL MEETING**

#### **- Article 9 -**

The General Meeting shall have full powers to enable the objects of the Association to be achieved.

The General Meeting, consisting of all members, shall meet automatically at an ordinary meeting, chaired by the Chairperson of the Administrative Board, at least once annually during the first six months following the closure of the annual accounts at the registered office or at a place to be indicated in the notice convening the meeting.

The General Meeting may also hold an extraordinary meeting by decision of the Administrative Board. It must also be convened if one tenth of the full members or one fifth of the associate members so request.

The General Meeting shall be convened at least two weeks in advance by means of notices displayed in the school premises and at the registered office of the Association, setting forth the agenda.



The Administrative Board shall ensure that the convening of the meeting is widely publicised.

Documents which have to be considered at the General Meeting shall, at the same time, be made available to members at a place indicated in the convening note, and shall, after having been

translated into the official languages of the European Communities as far as this is possible, be sent to all members.

At its ordinary annual meeting, the General Meeting shall:

- consider a report submitted by the Administrative Board on the Association's activities during the preceding year;
- approve the Association's accounts and the budget for the following year, on the basis of a written report submitted by the Administrative Board;
- determine the amount of the annual subscription for members of the Association;
- give full discharge to the Administrative Board and the auditors in respect of their administration;
- Appoint at least one auditor taking into account the regulations for the appointment of auditors for Asbl according to the Belgian law.
- determine the number of Administrators and appoint and dismiss them in accordance with Article 13.

Administrators shall be elected by the full members; with regard to all other matters, as with all other decisions, the General Meeting shall proceed by voting; all the members present or represented shall participate. Only the votes of full members shall be binding, in respect of decisions. Associate members shall vote in an advisory capacity.

Any full member may be represented at a General Meeting by another full member holding a proxy, which shall be attached to the minutes of the meeting. A full member may not hold more than three proxies. By way of derogation from this provision, for the election of Administrators, a full member may not hold more than two proxies.

#### **- Article 10 -**

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

#### **- Article 11 -**

Resolutions of the General Meeting shall be brought to the attention of all members and be recorded in a register signed by the Chairperson and the Secretary and kept by the latter at the disposal of the Members.

**- Article 12 -**

The General Meeting may adopt internal rules of procedure. A three-fifths majority of the full members present or represented shall be required for the purpose of approving or amending the rules of procedure.

**4. ADMINISTRATIVE BOARD****- Article 13 -**

*The below general procedure and special provisions aim to lead to a situation where at every General Meeting at least half of the Board Mandates are up for renewal.*

**Art. 13.1 General procedure**

- A. The Association is administrated by the Administrative Board of the APEEE. The Board is composed of a minimum of 11 and a maximum of 25 members. The members of the Board are elected by the General Meeting.
- B. Each language section existing in both primary and secondary school is entitled to two mandates – so-called “Sectional Mandates”. Each language section existing in either primary or secondary school only is entitled to one sectional mandate.
- C. At each General Meeting at least half of the Board Mandates will be up for election. The lengths of these Mandates are determined by Art. 13.1.D.
- D. The Mandates that are up for election will be distributed according to the following two step procedure:
  1. Step 1: The vacant Sectional Mandates will be attributed to the candidates for that section, in such a manner that the candidates with the higher number of votes are prioritized. For a section with 1 vacant mandate, the candidate with the highest number of votes is given a 2 year term. For a section with 2 vacant mandates, the candidate with the highest number of votes is given a 2 year term, the candidate with the second highest number of votes is given a 1 year term.
  2. Step 2: The remaining mandates which have not been attributed by step 1 above, including any unfilled “Sectional Mandates”, will be allocated to the remaining candidates in such a manner that the candidates with the higher number of votes are prioritised. These mandates will have a 1 year term.

**Art. 13.2 Special provisions**

As of the moment that a member of the Board resigns or leaves the Board his or her mandated expires. Mandates cannot be transferred. Mandates may only become available at the next General Meeting and will be allocated in conformity with section 13.1.D of the general procedure.



**Art. 13.3 Dismissal**

Administrators shall retain their status as full members throughout their term of office, unless they are dismissed by the General Meeting, acting by a two-thirds majority of the full members present or represented.

**- Article 14 -**

The Administrative Board shall elect from among its members the following Bureau:

- one Chairperson, who shall be Chairperson of the Association;
- one Vice-Chairperson especially responsible for educational matters;
- one Vice-Chairperson especially responsible for administrative matters;
- one Secretary;
- one Assistant Secretary especially responsible for information;
- one Treasurer;
- one Member.

The Chairperson may not hold office for more than four consecutive years. However, the Administrative Board may decide unanimously to extend that mandate for a maximum of two further years.

**- Article 15 -**

The Administrative Board shall meet at least four times a year, after having been convened by the Chairperson by fax, email or ordinary post. Additional meetings may be convened at the request of at least one fifth of the members of the Administrative Board. The quorum within the Administrative Board shall exist if at least half of its members plus one are present. The Committee's decisions shall be by simple majority; in the case of parity of votes, the Chairperson shall have the casting vote.

**- Article 16 -**

Resolutions of the Administrative Board shall be recorded in a register signed by the Chairperson and the Secretary and kept by the Secretary at the disposal of the members of the Association.

**- Article 17 -**

Full powers of management and administration shall, subject to the powers vested in the General Meeting, be vested in the Administrative Board. The latter may entrust day-to-day management to the Chairperson, an Administrator or to any other person duly authorised for that purpose.

The Administrative Board shall be obliged to examine any matter raised by at least one tenth of the full members or one twentieth of the associate members and, if expressly so requested, to place it on the agenda for the next General Meeting.

**- Article 18 -**

All acts that are binding upon the Association shall, save where special powers exist, be signed by two Administrators elected amongst its Bureau, who shall not have to furnish proof of their powers to third parties.



**- Article 19 -**

Legal proceedings shall be brought, defended and requested by the Administrative Board, represented by its Chairperson, assisted by an Administrator designated for that purpose by him or, in the absence of the Chairperson, by a Vice-Chairperson under the same conditions.

**- Article 20 -**

The Chairperson shall represent the Association on the Board of Governors of the European Schools. The Chairperson and the Vice-Chairperson especially responsible for administrative matters shall represent the Association on the Administrative Board of the School. They may be represented by an administrator.

**- Article 21 -**

The accounting period shall terminate on 31 August each year. The Administrative Board shall submit, within 6 months as from the closing of the financial year, the accounts for the preceding financial year and the budget for the following financial year to the General Meeting for its approval.

**5. AMENDMENTS TO THE STATUTES - DISSOLUTION****- Article 22 -**

Any proposal the object of which is to amend the Statutes or to wind up the Association shall be made by the Administrative Board or by one tenth of the full members or one fifth of the associate members.

The Administrative Board shall give the members of the Association not less than one month's advance notice of the date of the General Meeting which will decide on the said proposal.

The General Meeting may only debate amendments to the Statutes if the amendments have been explicitly indicated in the notice convening the meeting and if at least two thirds of the full members are present or represented at the Meeting.

No amendment may be made without a two-thirds majority of the full members present or represented. However, any amendment affecting the Association's object or objects requires a four-fifths majority of the full members present or represented.

If that General Meeting is not attended by the required number of the full members of the Association, a further General Meeting shall be convened under the conditions set out above, at least two weeks after the first meeting. It shall decide conclusively and validly upon the proposal in question by a two-thirds majority of the full members present or represented, or by a four-fifths majority if the amendment concerns the Association's objects.

Any amendment to the Statutes shall take effect only if the competent authority under Article 50(3) of the Law and after publication in the Annexes to the Moniteur Belge in accordance with Article 51(3) of that Law.





The General Meeting shall determine the method of winding up and disposing of the assets of the Association. The assets shall be destined to a charitable purpose.

## **6. MISCELLANEOUS**

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 organisations, foundations, and international non profit-making associations.

**- END -**



# RULES OF PROCEDURE

## 1. DEFINITIONS

### - Article 1 -

For the purpose of the present rules of procedure, the term "Parent" means a member of the Association as specified in Article 4 of the Statutes.

### - Article 2 -

All parents may play an active part in the work of the Association, particularly in the activities of working parties set up by the Administrative Board of the Association laid down in Article 15.

## 2. ELECTION OF CLASS REPRESENTATIVES (FULL MEMBERS)

### - Article 3 -

To represent each class, four Class Representatives, to hold office for one school year, are elected by the parents with a child in the class. One representative shall have special responsibility for contacts with the Association's governing bodies.

The election of two male Class Representatives and two female Class Representatives is the preferred outcome of the election proceedings.

Each child in the class entitles the parents to a single vote. A parent can represent only one class.

### - Article 4 -

Elections for Class Representatives shall take place during the first term of each school year, not later than the class information meeting to which the parents are invited by the school.

### - Article 5 -

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.

### - Article 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 to the Association on the form provided.

### - Article 7 -

Class Representatives are elected directly by the parents with a child in the class. The method of election shall be left to the wishes of the class parents. 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.



**- Article 8 -**

The candidates receiving the highest number of votes shall be deemed elected. Where voting results in a draw between one or more candidates, a further vote is taken at once. If this vote again results in a draw, the candidates involved are asked to draw lots to establish the outcome.

**- Article 9 -**

An additional period of time shall be granted by the Bureau of the Association to those classes which have not held elections. If, after this period has elapsed, any class has still not held elections, the Bureau will conclude that the class in question does not have any representatives. All Class Representatives elected are listed each year by the Bureau of the Association and are thereby confirmed as full members of the Association.

**3. ELECTIONS TO THE ADMINISTRATIVE BOARD****- Article 10 -**

Nominations for election to the Board shall be sought when the notice convening the General Meeting is circulated. Nominations must be sent in writing to the Secretary of the Association, if possible 48 hours before the elections take place.

**- Article 11 -**

Once a board member has completed 6 consecutive years of service on the Board, he or she is not eligible to be a Board member in the following year. If a board member is elected with a mandate that extends beyond 6 years of consecutive service, the board member must leave the Board after the 6 year period and the remainder of his or her mandate is cancelled.

**- Article 12 -**

Positions which have become vacant during the term of office shall be filled by Administrators elected by the next General Meeting, the relevant appointments being valid only for the remainder of the term of office of the Board. A position will be deemed vacant if:

- a) - the administrator has resigned by a simple letter addressed to the Chairperson of the Administrative Board, or
- b) - if the administrator has failed to turn up to over half of the meetings of the Administrative Board, of the Bureau, or of the General Meeting to which he had been invited, during the current year.

**- Article 13 -**

The Chairperson at the General Meeting shall propose to the meeting for its approval a minimum of 4 tellers selected from those electors who are not candidates, a Presiding Officer being appointed from among the tellers.

The Presiding Officer, assisted by the other tellers shall check the names of the voters and the validity of proxy votes.

**- Article 14 -**

To vote, full members present shall use ballot papers or a secure IT tool.

Only ballots bearing a number of names marked with crosses not exceeding the maximum set by the General Meeting shall be valid

The election will be by secret ballot, by giving preferences on an alphabetical list of the candidates in supplemented by the indication of his or her nationality and the linguistic section he or she represents.

The counting of votes shall be carried out by the tellers, or through an IT tool, if applicable.

Should the number of candidates be less than or equal to the number of posts to be filled, the General Assembly may decide to elect them by acclamation.

The votes on other resolutions put to the general meeting may also take place electronically.

#### **4. THE ADMINISTRATIVE BOARD**

##### **- Article 15 -**

The Administrative Board shall appoint the Association's representatives on the Primary and Secondary Enlarged Education Councils and other bodies where the Association is represented.

The Administrative Board may decide to set up working parties and establish their composition. The Administrative Board shall adopt guidelines for these working parties or for its representatives on official bodies, and establishes the Code of Conduct that all members of the Administrative Board undertake to sign and respect.

For each working party, a member of the Administrative Board shall be the main representative.

The Association's main representative (coordinator) and its other representatives on the various bodies of the European Schools shall report back, either orally or in writing, to the Administrative Board of the Association whenever an issue of importance is raised and at least once per school term.

#### **5. AMENDMENTS TO THE RULES OF PROCEDURE**

##### **- Article 16 -**

Any proposal to amend the rules of procedure, submitted by the Administrative Board or by one tenth of the full members or one fifth of the members, and sent to the Secretariat at least one month before the General Meeting, shall be voted upon by that General Meeting, in accordance with Article 12 of the Statutes.

The General Meeting while sitting may, on its own initiative, adopt any amendments it considers useful.

**- END -**

