

Statute of the Conseil Supérieur des Elèves



I. Definitions and Aims of CoSup

CoSup stands for Conseil Supérieur des Elèves and represents all the Pupils' Committees (PCs) of the European Schools. Each Pupils Committee must have two members representing its ideas and positions at the CoSup meetings. CoSup is the sole representative body of the pupils in all global committees of the European School system.

CoSup represents the common aims, policies, and visions of the pupils. These common interests are mainly concerned with the decisions taken by the Board of Governors and Joint Teaching Committee which influence the school life.

The CoSup supports and co-ordinates the PCs with their work in every possible way, including co-operation and integration between the various Pupils Committees and acts as a link with the upper instances of the European Schools, where it can voice the opinions and ideas on behalf of *all* PCs. The CoSup also aims to unify the European Schools by creating activities for all schools. CoSup can furthermore aid the PCs financially if such a need is required.

II. STRUCTURE OF COSUP

A. The CoSup consists of:

1. The President
2. Two vice-presidents
3. A treasurer
4. A vice-treasurer
5. Head of Public Relations
6. 2 Deputy Heads of Public Relations
7. Representative for Alumni Europea
8. Representative for the Environment
9. The Executive Secretary
10. Two representatives of the Pupils Committee from each Type I school

III. DEFINITION OF EACH POST

A. The President:

1. The President is elected by the members of CoSup during the last meeting of the year. The members present at the meeting must nominate candidates and a secret

- vote must then be held. The outcome of the vote must be a simple majority. After the election, the president must formally introduce himself/herself to the PCs, inspectors, headmasters, and the Office of the Secretary General. Any member of CoSup may run for presidency, and PC presidencies may also run for CoSup presidency should there be less than 5 eligible candidates for CoSup presidency.
2. The term of office for presidency is one school year. This period can be extended if he/she is re-elected.
 3. It is the president's duty to chair the CoSup meetings. Therefore, it is mandatory for him/her to be present. Should he/she be prevented from attending, he/she must excuse him/herself to the vice-presidents who will then take the chair.
 4. The president does not represent his/her PC in the meetings. He/she must act under best conscience for the good and the best interests of the CoSup.
 5. The president is the permanent member of the teaching committee and must attend all the meetings. Before each teaching committee meeting, the president prepares a document presenting the CoSup views on the issues to be discussed.
 6. The president represents the CoSup at the Board of Governors meetings and its working groups. He/she can delegate this function to a member of CoSup who should be designated during a CoSup meeting or by written procedure. A report on the meeting should be given to CoSup after every meeting.
 7. The president is advised to stay in close contact with all inspectors, headmasters, teachers, the OSG, and other persons or organisations with whom CoSup concerns itself. The president must stay in close contact with his/her deputies to ensure optimal interaction.
 8. The president, along with his vice-presidents is responsible for the day to day operation of CoSup, and as such, acting with his vice-presidents may nominate members of CoSup to represent CoSup at any working groups or boards where they deem appropriate.
 9. At the end of his presidency, the president must prepare a report reviewing the activities and achievements of CoSup during the year of his/her presidency.
 10. Any representative of CoSup may demand a vote of no confidence, in order to release the CoSup's president from its duties. Such a vote must not take place more than once a year, or happen without giving the president a chance to defend himself in front of the CoSup. At least two-thirds of the CoSup's representatives have to be present; among those present a two-thirds majority has to be reached for the vote to succeed.

B. The Vice-Presidents:

1. Each vice-president is elected by the members of CoSup during the last meeting of the year. The vice-presidents, like the president, have to be nominated by the members present at the meeting and then elected in a secret vote, with an outcome to be a simple majority for each vice-presidents.
2. It is the vice-president(s)'s duty to represent the president in the event of an absence.
3. The term of office for the vice-presidents is one school year. This period can be extended if the person is re-elected.
4. The vice-presidents must not be from the same school as the president.
5. The vice-presidents assist the president for the representation of CoSup in the various meetings where the president is invited and with the other duties of the president.
6. The vice-presidents do not represent their PCs. They must act under best

conscience for the good and the best interests of the CoSup.

7. Any representative of CoSup may demand a vote of no confidence, in order to release one of the vice-presidents from its duties. Such a vote must not take place more than twice a year, or happen without giving the concerned vice-president a chance to defend himself in front of the CoSup. At least two-thirds of the CoSup's representatives have to be present; among those present a two-thirds majority has to be reached for the vote to succeed.

C. The Treasurer:

1. The treasurer is to be elected by simple majority for a term of one school year. This election is to take place on the first meeting of the year.
2. The treasurer can be removed from his/her responsibilities if any member calls a vote of confidence and the outcome of the vote is two thirds of the majority. Any representative of CoSup may demand a vote of no confidence, in order to release the CoSup's treasurer from it's duties. Such a vote must not take place more than once a year, or happen without giving the treasurer a chance to defend himself in front of CoSup. At least two-thirds of the CoSup's representatives have to be present; among those present a two-thirds majority has to be reached for the vote to succeed.
3. The treasurer may only transfer money from the CoSup's bank account with the approval of the presidency.
4. The treasurer has to attend all the meetings, should he/she be unable to do so, he/she must:
 - (a) Excuse him/herself to the president.
 - (b) Excuse him/herself to the vice-treasurer who will assume all duties for the meeting in question
5. The duration of treasury can be extended if the treasurer is re-elected.
6. The treasurer must collect a valid statement of the PCs' financial situation. Using these statements, he/she must calculate the amount each PC owes to CoSup. He/she should always inform the (vice-) president(s) of his/her acts.
7. The treasurer, together with the vice-treasurer, must write a report listing all the money transfers. This report is to be sent to the president, the vice presidents, and all the other CoSup members. Furthermore, he/she must report to the last CoSup meeting of the year, explaining the transactions.
7. The treasurer should at any time be able to show a report listing the transactions to any CoSup member asking to see it, and the report should also be publicly available on the CoSup's website for transparency.
8. The treasurer is a normal representative of his/her pupils' committee, he/she should also comply with point III.J.
9. Between the last meeting of the school year and the first of the following, the presidency is to take over the treasurer's duty.
10. The treasurer and vice-treasurer must offer his/her help and advice to any members of the future treasury and presidency.

D. The Vice-Treasurer:

1. The vice-treasurer is to be elected by simple majority for a time period of one school year. This election is to take place on the first meeting of the year.

2. The vice-treasurer must attend all the meetings, should he/she be unable to do so, he/she must excuse him/herself to the president and to the treasurer.
3. The vice-treasurer can be removed from his/her responsibilities, if any member calls for a vote of no confidence, and the outcome of the vote is a two-thirds majority.
Any representative of CoSup may demand a vote of no confidence, in order to release the CoSup's vice-treasurer from its duties. Such a vote must not take place more than once a year, or happen without giving the vice-treasurer a chance to defend himself in front of CoSup. At least two-thirds of the CoSup's representatives have to be present; among those present a two-thirds majority has to be reached for the vote to succeed.
4. The vice-treasurer may only transfer money from the CoSup's bank account with the approval of the treasurer and the presidency.
5. The vice-treasurer is a normal representative of his/her pupils' committee he/she should also comply with point III.J.

E. The Head of Public Relations

1. The Head of Public Relations is to be elected by simple majority for a time period of one school year. This election is to take place on the first meeting of the year.
2. The Head of Public Relations must attend all the meetings, should he/she be unable to do so, he/she must excuse him/herself to the president.
3. It is the Head of Public Relations duty to manage all social medias operated by CoSup.
4. It is the Head of Public Relations duty to raise CoSup awareness amongst all pupils of the European Schools through a considerable presence of CoSup on the internet and on social Medias.
5. The Head of Public Relations may use every mean of his/her thought to communicate and interact with pupils of the European Schools to spread information and collect the opinion of the Pupils.
6. Any representative of CoSup may demand a vote of no confidence, in order to release the CoSup's Head of Public Relations from its duties. Such a vote must not take place more than once a year, or happen without giving the vice-treasurer a chance to defend himself in front of CoSup. At least two-thirds of the CoSup's representatives have to be present; among those present a two-thirds majority has to be reached for the vote to succeed.
7. Every year the Head of Public relations will regularly meet with and chair meetings of the PR Reps of each of the PC's. The Head of Public relations will guide all PR related policy of CoSup and the PCs and seek to expand the reach of both the CoSup and each of the PC's.
8. The Head of Public Relations is a normal representative of his/her pupils' committee, he/she should also comply with point III.J.

F. The Deputy Heads of Public Relations

1. The Deputy Heads of Public Relations are to be elected by simple majority for a term of one school year. This election is to take place on the first meeting of the year.

2. The Deputy Heads of Public Relations must attend all the meetings, should he/she be unable to do so, he/she must excuse him/herself to the president.
3. The Deputy Heads of Public Relations may be released from their duties by the Head of Public Relations with the agreement of the presidency, or by a vote of no confidence with a simple majority, provided two-thirds of CoSup is present.
4. The Deputy Heads of Public Relations must assist the Head of Public relations with all their duties.
5. The Deputy Heads of Public Relations are a normal representative of their pupils' committee, he/she should also comply with point III.J.

G. Representative for Alumni Europea

1. The CoSup structurally cooperates with Alumni Europea so as to help grow their organization.
2. To this end, the Representative for Alumni Europea is to be elected by simple majority for a time period of one school year. This election is to take place on the first meeting of the year.
3. The duty of the Representative for Alumni Europea is to keep in contact with Alumni Europea, to promote it within the wider student constituency, and to send them the list of CoSup representatives and the list of CdE Presidencies at the beginning of the year.

H. Representative for the Environment

1. The Representative for the Environment are to be elected by simple majority for a term of one school year. This election is to take place on the first meeting of the year.
2. The primary duty of the Representative for the Environment is to by all means possible seek to meet the climate goals set by the Paris Agreement.
3. Every year, the Representative for the Environment will regularly meet with and chair meetings of the Environment representatives of each of the PC's. They will do their best guide and co-ordinate both local (PC) and system level (CoSup) policy.

I. The Executive Secretary

1. Candidates to the post of Executive Secretary may be nominated by the Presidency, from any of the PC's. The nomination must be confirmed by a simple majority vote.
2. The primary duty of the Executive Secretary is to produce minutes for all CoSup meetings, and should it be necessary, any other meetings held by the CoSup presidency or any of it's other members.
3. The Executive Secretary shall produce the agenda in co-ordination with the presidency taking into account all points requested to be added by CoSup representatives.
4. The Executive Secretary shall receive one vote in the case of any decisions that are taken without using the QMV formula.
5. Candidates for the post of Executive Secretary must be qualified and capable to produce professional minutes for the relevant meetings.
6. Should no Executive-Secretary be decided on in a year, minutes shall be produced and distributed in accordance with point IV.F.

J. The representatives of the Pupils' Committees:

1. Each PC should elect two members for the representation of the PC in the meetings of the CoSup. Said representatives are members of CoSup for the rest of the school year and may only be recalled or replaced by their PCs following a vote of no confidence which must meet the following criteria:
 - a. The representative in question must have an opportunity to defend himself at the meeting.
 - b. A quorum of two thirds of the official members of the PC must be present at the meetings.
 - c. In order to be released of his duties, the representative in question has to obtain a two-thirds majority against himself.
 - d. The official minutes of the meeting, including the result of the vote, have to be signed by both members of the PC presidency and sent to the CoSup presidency for final approval with their signature.

Should such requirements not be met, the vote will not be considered valid

2. The representatives must defend the interest of their school's pupils during the CoSup meetings.
 - a. The representatives of the PCs must attend every meeting of the CoSup. Should a representative be unable to attend a meeting, an excuse must be sent to the president along with a report on the PCs status, and a temporary replacement designated for the duration of said meeting with the full rights and duties of the absent PC representative.
 - b. The representatives should prepare each CoSup meeting within their PC in order to have a clear position over each point during the meetings.
 - c. At least one of the representatives from each school must be in 5th or 6th year, secondary cycle. Every member of the presidency must approve; in case a school elects two representatives from 7th year.
 - d. Each representative should have an advanced English level.
 - e. The representatives of CoSup are elected by the pupils, for the pupils in accordance with the relevant PC's statute, or DOC-2019-01-D-55-en-4 should they not have a statute. Therefore, the schools' management, including directors, educational officers and teachers, have no right to forbid any pupil to represent it's school at the CoSup.
 - f. Any representative can be released from it's duties at the CoSup by a majority voting. Such a vote must not happen without giving the concerned representative a chance to defend himself in front of CoSup. At least two-thirds of the CoSup's representatives have to be present; among those present a two-thirds majority has to be reached for the vote to succeed.
 - g. In cases of *force majeure* the presidency, acting unanimously, may release a representative from their duties for the duration of a CoSup meeting.

IV. WORKING RULES OF COSUP

A. Voting Procedures:

1. Votes regarding the election of the president/vice-president/treasurer/vice-treasurer have to attain a simple majority of votes.

2. For all votes that concern CoSup's inner workings, every member receives one vote. For votes that will have an influence on the school life of every pupil, every school group will receive one vote, which will be carried out as described in point IV.E.
3. For the election of the president/vice-president/treasurer/vice treasurer and any other elected internal posts, every school group receives two votes.
4. Votes concerning the modifications of the ~~statute are unanimous~~ must be approved by simple majority, and at least two thirds of the members must be present as stated in the election procedures of pupils representatives within the European school system document (2019-01-D-55-en-4).
5. For votes to be valid, a minimum quorum of two-thirds of the members (or delegations, for QMV procedures) is required
6. The president has a casting vote, to be used only if the outcome of the vote is *ex aequo*. This extra vote is independent from his/her PC, and should be carried out in the best interest of the CoSup and the PCs.
7. The elections of the president/vice-president/treasurer/vice-treasurer and all other internally elected posts are elected through a secret vote, all other voting matters are open. Should any member request a secret vote on an open topic this ought to be followed.
8. Members that are not present during the election of the president/vice-president/treasurer/vice-treasurer have the right to appeal against the vote, by the next meeting at the latest.
9. Should the members feel necessary to carry out a vote of confidence, and the outcome of this vote is a two-thirds majority of all members, then the member against whom the vote was directed is discharged immediately, an emergency vote is then necessary.

B. Written procedures:

1. A written procedure should be initiated by the Presidency in case there is a need for a vote between two CoSup meetings.
2. The written procedure should take place on a previously defined communication medium. The proposal and its answers should all be sent via this media.
3. The matter being voted on should be defined clearly in the proposal.
4. The written procedure shall respect every aspect of this statute.
5. A deadline should be set in the proposal, being at least one day. All parties who have not replied after this deadline will be considered as ~~abstaining~~ in favour.

C. Working languages:

1. The CoSup has only one working language, this being English.
2. All CoSup documents must be published in English.
3. All proposals and requests during a meeting must be produced in English

D. CoSup Meetings:

1. A minimum of four meetings must be held during a school year.
2. The meetings must be held in a European school unless all PCs are in agreement. In cases of *force majeure* CoSup may exceptionally hold meetings virtually without the agreement of all PCs. CoSup does not support trips to non-ES places.

3. The meetings are closed however, if the CoSup Presidency deems it appropriate, they may be open to all students. The CoSup Presidency can invite the headmaster of the hosting school or any other person concerned with the system for all or a part of the meeting; the decision about this should be made before the meeting. This means that any members must ensure an appropriate time gap to discuss an invitation before a meeting.

E. Qualified Majority Voting

1. The weight of a vote should be calculated using the following formula:

$$V = 20 + E \left(\left(\frac{N - 0.1}{0.03} \right) * 10 \right)$$

N being the percentage of the school's secondary population, which is calculated using the Secretary General's preliminary report, which is produced at the beginning of the school year.

V being the number of votes which the schools will receive. E() is a function that returns a rounded integer of its input.

Only the schools which have pupils in the secondary cycle should be taken into account for the calculations.

2. The results of the calculation, which must be done as soon as possible, must be published in the first meeting's minutes, and used throughout the year.
3. After having carried out the vote, the coefficients should immediately be applied to each school's vote, and the outcome of the procedure should be announced to all the members.
4. The votes of all the schools should be clearly stated in the meeting's minutes.

F. Minutes distribution

1. At every meeting, should there be no Executive Secretary elected, a member should be designated to take notes and write the minutes.
2. The minutes should be approved by written procedure, and a final version of the minutes should be distributed during the next CoSup meeting. Should any disputes arise as to what has been discussed at a meeting, the minutes will serve as the official version.
3. These minutes must be publicly available to any student.

V. COUNCIL OF THE 14 PRESIDENCIES

- A. At least twice per school year, the CoSup presidency shall convene a meeting of the presidencies of each of the PCs to meet virtually, on the platform of their preference. These meetings are hereafter called the Council of the 14 Presidencies.
- B. These meetings shall be chaired by one of the members of the CoSup presidency and shall have a distinctly different purpose to the CoSup meetings.
- C. These meetings will serve to harmonize local PC policy, share good practices, develop and share good ideas from each PC that can be reproduced in each school at a local

level, maintain each other well-informed about the situation in their schools.

- D. The council cannot make binding decisions, therefore there is no voting procedure, any decisions or proposals made by the council must be ratified during a CoSup meeting or by written procedure with the CoSup representatives.
- E. An official agenda and proposal shall be made by the Executive Secretary in coordination with the CoSup Presidency and all attendees.
- F. Due to the sensitive nature of some of the information shared within this council, all information shared shall be deemed “confidential” and shall not be shared outside of the council without the approval of the CoSup presidency.

VI. FINANCIAL RULES

A. CoSup should provide:

- 1. Costs for administrative and public relations.
- 2. Financial support to PCs experiencing financial difficulties.
- 3. Financial aid for travel related to CoSup activities.

B. CoSup is financed by the PCs of each European School. These payments are to be made four times a year.

- 1. Each PC must pay an amount of money to CoSup. This amount is dependent on the financial situation of each PC. The PCs must pay by the following scheme:
 - Nothing if their assets are below 500EUR.
 - 25 EUR if their assets are between 500 EUR and 1000 EUR
 - 50 EUR if their assets are between 1000 EUR and 2500 EUR
 - 2% if their assets are above-2500 EUR.
 - Schools who’s assets are above 2500 euros are only expected to pay 1% in the event that they are hosting the meeting.

C. All PCs must provide, to the Presidency and the Treasury, a bank statement of their account at the beginning of each school year and one week before every meeting. The amount to be paid by each school will be determined by the Presidency and the Treasurer before each meeting and will be announced to the rest of CoSup.

D. The PC hosting a CoSup meeting is exempt from paying its fee given that their assets are below 2500 at the time of the meeting.

E. The dues to CoSup can either be transferred to the bank account, or paid to the treasurer at the meeting.

F. Each PC is compelled to pay their dues, without this, CoSup will not be able to function properly. If a PC has not paid their dues for a meeting, it is required to pay that debt, plus an additional 25% at the next meeting at the latest. If the PC does not

react to this warning, CoSup will have to resort to other measures. The presidency, acting unanimously, may waive or temporarily postpone CoSup taxes for a PC in exceptional cases such as when the CoSup bank account is having its ownership transferred.

- G. Profits of any event organized by CoSup should be transferred on the bank account of CoSup.
- H. Any expenses should be agreed upon by a majority of members.

VI. MISCELLANEOUS RULES

A. Responsibility:

1. The CoSup president and vice-presidents are not responsible for any accidents, destruction or actions, which occur during the period of the meeting.
2. Any contracts signed by CoSup will always be signed by a member of the Presidency who is of age. The Presidency may choose to delegate said power to a member of CoSup who is of age. Contracts will always be signed in the name of CoSup, and any subsequent civil responsibility will fall upon CoSup as a whole, not upon specific members.
3. Each member (or its legal guardian, if minor) is responsible for his/her actions throughout the course of the meeting (from leaving home to returning home).
4. It is the responsibility of the members to inform their parents/guardians of this fact.