

Comité des Élèves EEB4

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CdE Year: 2020-2021

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Implementing Rules of the Pupils' Committee of the European School of Brussels 4



Subject: Implementing Rules of the Pupils' Committee of the European School of Brussels 4

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PREAMBLE

The CdEs within the European Schools and Naming Conventions

The right to representation of the pupils of the European Schools is enshrined in the Convention Defining the Statute of the European Schools of 1994 ([SW1-21994A0817en](#)) and the General Rules of the European Schools ([2014-03-D-14-en-9](#)).

The Pupils' Committee, also called Comité des Elèves in francophone areas (henceforth referred to as the CdE), represents all the pupils of its school and is a non-profit organisation, democratically elected, independent and recognised by the school community and the different official bodies of the European Schools. At the European School of Brussels IV, henceforth referred to as EEB4 or "the school", the term CdE is used.

The general regulations for the CdEs of the European Schools are contained in the document outlining the Election Procedures of the Pupil's Representatives within the European School System ([2019-01-D-55-en-4](#)).

In accordance with Article 4/7 of the latter, these Implementing Rules were correspondingly signed and approved by the incumbent Director, Mr. M. Bordoy, and the incumbent Deputy Director, Mrs. I. Verwilghen.

These Implementing Rules were written with two key notions in mind:

- Article 3 of The Election Procedures of the Pupil's Representatives within the European School System ([2019-01-D-55-en-4](#))
"[...] the Pupils' Committee (PC) represents all the pupils of its school. It is a non-profit organisation, democratically elected, independent and recognised by the school community and the different official bodies of the European Schools."
- Article 36- 37- 38 of The General Rules of the European Schools ([2019-01-D-55-en-4](#))
"The proper functioning and the effectiveness of a school presuppose the participation of all involved in school life [...] The representatives defined in Article 37 shall cooperate to promote the school's proper functioning and to foster a climate of trust."

The CdE shall strive to represent the voice of the student body with ardour, in order to provide all students with the best possible education, in the most nurturing environment for pupils to excel academically and personally.

The CdE recognises that cooperation is essential with all participants in the school in order to achieve common ambitions. On that basis, the CdE shall endeavour to create strong partnerships with all stakeholders of the school and represent the student body's interests.

With regards to the integrity, democracy and ideal functioning of the CdE, it is vital that the CdE strictly adheres to the regulations set out below.

Article 1

Aims and Scope of the Implementing Rules

1. The aim of the Implementing Rules is to provide a set of governance rules and directives that allow for the efficient operation of the CdE.
2. The Implementing Rules must be read and understood by each CdE member.
3. The Presidency¹ is in charge of ensuring that each CdE member receives a copy of and understands the Implementing Rules.
4. The Implementing Rules are binding for each CdE member.
5. The Implementing Rules need to be publicly available for all students to read.
6. The Implementing Rules can be modified with a 2/3 majority following an officially announced CdE meeting, provided that at least 2/3 of CdE members are present and provided that the vote is carried out secretly.
7. After its adoption, the new version of the Implementing Rules shall enter into force immediately.
8. Any student has the right to ask the CdE for an explanation and rectification (if applicable) should they notice that the CdE does not follow the Implementing Rules.
9. Any student has the right to suggest a new version of the Implementing Rules to the CdE.

¹ The President and Vice-President

Article 2

The Structure, Functions and Aims of the CdE

- 1) The CdE is the non-profit, democratically elected, independent organisation by the students and for the students.
- 2) It is a non-party, technocratic representative body in the interests of the students.
- 3) The aim of the CdE is to represent and defend the interests of the students. In that respect, the duties of the CdE are as follows:
 - a) to listen to and represent the opinions of the students of EEB4 in its official capacity as an organisation in matters concerning the functioning of the school;
 - b) to defend the rights of students and to take up any issues the students may have with the other stakeholders of EEB4;
 - c) to act as a monitoring organisation concerning the operation of the school and the rights of the students;
 - d) to act as the voice of students, and to help students at every turn in school life as a vanguard organisation;
 - e) to initiate projects on behalf of the students through cooperation with the other stakeholders of EEB4;
 - f) to work with the Conseil Supérieur des Éléves (henceforth referred to as CoSup) to benefit students of all the European Schools by voicing the opinions of the students of EEB4;
 - g) to inform the student constituency in its official capacity as an administrative body within the school of any matters deemed relevant to their life at school, as a link between the students and all other stakeholders in the school;
 - h) should its presence be requested as per Article 44 of the General Rules of the European Schools ([2014-03-D-14-en-9](#)), to be present and assist students as observers at their Discipline Councils and to assist anywhere else its presence is requested by students;
 - i) to officially recognise and support other autonomous student organisations and projects by the EEB4 community;
 - j) to ensure the existence of the Class Representatives and to cooperate with them, as per Article 1 of the Election Procedures of the Pupils' Representatives within the European School System ([2019-01-D-55-en-4](#))
- 4) The CdE is composed of elected members, who then may take up posts or join working groups.
 - a) The CdE shall consist of at least six members.
 - b) All students in the secondary cycle of EEB4 will have the opportunity to be candidates for election to the CdE.
 - c) The CdE may also have unelected members assist it in its functions. It is up to each CdE to determine this process, should they wish to have unelected members aid the elected body of the CdE.
- 5) The Presidency is responsible for setting up meetings with the CdE or otherwise communicating with the CdE so that the CdE is able to effectively carry out its tasks.
 - a) These meetings are open meetings and all stakeholders of the school community may attend them as observers.
 - b) The Presidency may also decide to organise meetings that are exclusively attended by the elected members of the CdE.
- 6) The CdE is officially recognised by the school community and the official bodies of the European School, as per the Preamble, and is invited to attend the following meetings:
 - a) the CoSup, represented by two elected members;

- b) the Administrative Board, represented by two elected members;
 - c) the School Advisory Council;
 - d) the Educational Council;
 - e) any other meeting as set up either by the CdE, the APEEE, the administration of EEB4 or any other relevant stakeholder in the school.
- 7) The Presidency shall nominate a rapporteur at any of the meetings aforementioned.
- a) The rapporteur shall provide a written report to the Presidency in due time.
 - b) The Presidency must make this available to the CdE and student body, should the Presidency deem it relevant.

Article 3

New Year Procedure, Elections to Posts and Decision Making in the CdE

- 1) As per Article 5.4.1 of the Election Procedures of the Pupils' Representatives within the European School System ([2019-01-D-55-en-4](#)) members of the CdE who remain at the school following their membership the previous academic year, shall compose the Election Committee.
- 2) The Election Committee works in conjunction with the school administration to ensure that the elections of student representatives are carried out adequately.
 - I. It is responsible for supervising that the correct procedures are followed concerning the elections of the class and deputy class representatives.
 - a) At the beginning of the academic year, each class elects a class representative and a deputy class representative, as per Article 1 and 2 of the Election Procedures of the Pupils' Representatives within the European School System ([2019-01-D-55-en-4](#)) by a simple majority vote.
 - b) Teachers must ensure that the Election Procedures of the Pupils' Representatives within the European School System ([2019-01-D-55-en-4](#)) are adhered to.
 - c) The classes must be informed of the definitions and aims of the class representatives.
 - d) After the election of the class representatives is completed, the past CdE members shall receive a list of all class representatives from each year and section from the administration.
 - e) After, the Election Committee shall begin organising the election of the new CdE in the soonest delay.
 - II. It is responsible for organising the election of the renewed CdE.
 - a) Any pupil of the secondary school cycle may propose themselves as a candidate for election to the CdE
 - b) To be elected, candidates must receive over 50% of the votes of the class representatives, provided that more than 2/3 or more of the class representatives are present.
 - c) The election of the members of the CdE is carried out in-situ during school hours.
 - (i) The class representatives must be informed of the time and location of the election at least 2 days in advance.
 - (ii) Should a class representative not be able to attend, the deputy class representative must take their place and vote in their place.

- d) The Election Committee decides on a campaign method which is fair to all candidates and informs all students of the secondary cycle of their opportunity to apply to be elected to the CdE and the campaign method that is implemented.
 - e) Voting is carried out secretly.
 - (iii) The administration is responsible for counting the votes and keeping them secret.
 - (iv) They shall inform all candidates of whether they have been selected or not.
 - f) Once the CdE has been selected, they must meet as soon as possible and begin their duties for the year.
- 2) The election of the Presidency is carried out by the CdE, in conjunction with the school's administration.
 - 3) The procedure for the election of the Presidency is determined by the CdE.
 - a) The CdE must vote on and approve an election procedure, provided it complies with the Election Procedures of the Pupils' Representatives within the European School System ([2019-01-D-55-en-4](#)) at the beginning of the year, before the election begins.
 - b) A majority (over 50%, provided 2/3 of members are present) must be in favour of newly proposed procedures.
 - c) Should a majority not be reached, the CdE must implement the standard election procedure, detailed in Article 5.4.3.
 - d) The election of the Presidency must be carried out as soon as possible. It should ideally be completed by the end of September.
 - 4) The standard and current election procedure for the election of the Presidency is as follows
 - a) The CdE members who are not candidates for the Presidency must set a list of campaign rules which ensure that a level playing field is provided for all candidates and that the students may be aware of their program.
 - b) The candidates for the Presidency must be made fully aware of the campaign rules and must follow them.
 - c) Candidates for the post of President must be 15 years old as of the day of their election.
 - d) Candidates for the post of President must have comprehensive knowledge of the European School system.
 - (i) The outgoing President is in charge of ensuring this.
 - e) Candidates for the post of President must have been elected as members of the CdE.
 - f) The President of the CdE is directly elected by the entire student body.
 - g) The vote is carried out anonymously on Office 365, due to the size of our school.
 - h) The students vote for their preferred candidate or have the option to abstain.
 - i) The voting period will be one week maximum, from the day the campaign begins, to the day the result is shared.
 - j) The administration is responsible for counting the votes via the Office365 form.
 - k) Once the voting period is over, the administration shall make the exact results public to all students.
 - (i) This involves the number of votes received by each candidate, the number of abstentions and the total number of students who voted.
 - 5) Once the president is elected, the Pupils' Committee shall elect the Vice-President, as provided by the procedures in Article 5.4.4 of document [2019-01-D-55-en-4](#)
 - a) Only elected members of the Pupils' Committee can be candidates for Vice-President.
 - b) Every elected Pupils' Committee member present has one vote to cast.

- c) The candidate who obtains the highest number of votes cast by the elected members is elected for Vice-President, provided there are at least two thirds of the elected Pupils' Committee members present.
- d) The vote is carried out secretly.
- 6) The internal election of the CoSup representatives shall be carried out secretly and will be determined by a simple majority vote.
 - a) Candidates for the post must be 15 years old as of the first CoSup meeting they attend.
 - b) Candidates must have comprehensive knowledge of the European Schools' system.
 - (i) The outgoing President and/or past CoSup representatives are responsible for ensuring this.
 - c) At least one of the CoSup representatives must be in S5 or S6
- 7) The CdE must elect a treasurer.
 - a) The role and duties of the Treasurer are defined in Articles 4 and 6.
 - b) The CdE elects the treasurer via a simple majority vote which is carried out secretly.
- 8) The CdE must also elect or appoint members to be the student representatives at the meetings described in Article 2.7, b) c), d) and e).
- 9) The CdE may decide to create other posts or to invite other students to become unelected members of the CdE.
 - a) It is strongly advised that the CdE utilises compartmentalisation and assigns members to positions that make them responsible for certain areas.
 - b) It is strongly advised that the CdE engages with the students of the younger years.
- 10) The CdE may create subcommittees.

Article 4

Financial Matters in the CdE

- 1) The CdE must have a bank account.
 - a) The APEEE currently has the CdE's bank account in its legal custody.
 - b) The treasurer cooperates with the APEEE concerning the assets in the bank account.
- 2) The Treasurer is responsible for ensuring the financial wellbeing of the CdE and safeguarding its assets.
- 3) It is further stipulated that the Treasurer of the CdE must keep an accounting document detailing all operations concerning the assets of the CdE.
- 3) The CdE cannot provide loans to individuals or organizations.
- 4) The CdE can only be taxed by the CoSup, as long as the CdE is represented at CoSup by representatives elected by the CdE.
- 5) The Treasurer must ensure that there is complete transparency concerning the operations and transactions of the CdE's bank account.
- 6) The Treasurer may only complete transactions from the CdE's bank account upon receiving explicit authorisation from the Presidency.

Article 5

Votes of no confidence and resignations

- 1) As per Article 6 of [2019-01-D-55-en-4](#), should the President, Vice-President, or any member of the Pupils' Committee act in a way contrary to the interests of the PC or the students, or not fulfil their duties, the Pupils' Committee may hold a vote of no confidence to remove them from their post.
 - a) The no-confidence vote may be initiated at the request of any member of the Pupils' Committee, with the approval of the school management.
 - b) The accused must be made fully aware of the accusations against them and must be given a chance to defend themselves before a vote is taken.
 - c) At least two thirds of the members of the Pupils' Committee must be present for the vote.
 - d) Of these, a two thirds majority is necessary to remove the accused from their post.
- 2) Any CdE member may resign from the CdE or from a position within the CdE. It is stressed that this is undesirable.
 - a) Out of respect and decency for the other members, this should be done with at least 2 weeks prior notice.
 - b) Should the member hold a position within the CdE, the Presidency becomes responsible for ensuring that the position is fairly replaced as fast as possible.
 - c) It is at the discretion of the Presidency as to how this position should be filled.

Article 6

Rights and Duties of CdE Members in connection to their Posts

- 1) The rights of all CdE members are as follows:
 - a) Should a vote arise, all CdE members have the same number of votes. In the case of a tie, the Presidency shall have the final decree of judgement.
 - b) As all students, all CdE members have the right to freely express themselves and criticize the CdE, the Presidency, the administration of the school or any other stakeholder in our school community.
 - c) All CdE members have the right to receive a certificate at the end of the scholastic year testifying their membership of the CdE, that is signed by the Director and Deputy Director of the school.
 - d) All CdE members have the right to be justifiably absent from class in the case of a CdE meeting or an event whereby their presence is required and requested by the Presidency. This right must not be abused.
 - e) As all students, all CdE members have the right to question and demand an explanation from any stakeholder of the school on any decision taken, on their opinion on any school matter or procedure followed (right of sondage).
 - f) The CoSup representatives are entitled to reimbursement for their travel costs from the administration.
 - g) All CdE members and students have the right to propose directives, modifications to the Implementing Rules, projects and initiatives.
- 2) The duties of all CdE members are as follows:
 - a) All CdE members must follow the CdE Implementing Rules.
 - b) All CdE members must act as spokespersons for the CdE and its projects.

- c) All CdE members must be actively involved in the functions of the CdE.
 - d) All CdE members must put the interest of the CdE and thus of the students before their own personal interests.
 - e) All CdE members must always act to help the CdE achieve its aims.
 - f) All CdE members must strive to be well-informed about the working of the European Schools and the CdE and must be informed on the current projects of the CdE.
 - g) All CdE members must endeavour to attend all CdE meetings and must try their best to aid the CdE.
 - h) Like the wider student constituency, all CdE members must follow the Rules of EEB4 and embody European values.
- 3) The duties of the President are as follows:
- a) The President is the leader of the CdE and ensures its efficient functioning.
 - b) The President is the point-of-contact for all matters concerning the CdE.
 - c) They must ensure that the CdE achieves its projects and aims.
 - d) They are responsible for ensuring that the Implementing Rules are followed and must adhere to the Implementing Rules.
 - e) They must be in permanent contact with the administration, the teachers, the staff and the parents.
 - f) They must value the opinion of each student and member of the CdE and aim to be a spokesperson of the student body.
- 4) The duties of the Vice-President are as follows:
- a) The Vice-President has the same duties as the President but in the second plane.
 - b) They shall cooperate with the President to help them in their duties.
- 5) The duties of the Treasurer are as follows:
- a) They shall cooperate with the Presidency.
 - b) They shall be responsible for the financial aspects of the CdE and ensure its wellbeing.
 - c) They must manage the account of the CdE and are tasked with carrying out any financial operations of the CdE.
 - d) They shall keep an accounting document detailing all transactions.
- 6) The duties of the CoSup representatives are as follows:
- a) The CoSup representatives' main duty is to represent the opinion of the CdE at CoSup meetings.
 - b) As such, it is their duty to inform the Presidency and the CdE of any matters of the CoSup.
 - c) As such, it is their duty to represent the opinions produced by the CdE after the CdE has been informed of the agenda at the CoSup.
 - d) As such, the CoSup representatives are not to form their own opinions, provided that the CdE has ratified standpoint on a certain issue.
 - e) If the CdE has not ratified a standpoint on a certain issue, the CoSup representatives are given autonomy to form their own opinions.
 - f) It is also the duty of the CoSup representatives to provide a report of the CoSup meetings that have taken place to the CdE.

Article 7

CdE Transparency

- 1) The CdE is accountable to the student constituency of EEB4.
- 2) As such, the CdE needs to inform the wider constituency of the work the CdE carries out.

- 3) The CdE must therefore make available to the student constituency:
 - a) its list of objectives for the year;
 - b) the Implementing Rules of the CdE;
 - c) the progress and status of projects;
 - d) proof of representation at the meetings stated in Article 2.7 via meeting minutes or reports;
 - e) events at the school and changes in the system;
 - f) public messages from the CoSup.
- 4) The making available of the latter can be done through email, social media, or via any form of communication the CdE deems suitable, so long as it can be accessed by the student body.
- 5) The CdE must publish a semi-annual report detailing the status and progress of its objectives for the year and any other matters that are relevant to the student constituency.

Article 8

Provisions on Democracy, Social Change and CdE Continuity

- 1) The CdE is a democratic and independent organization.
- 2) As such, it shall not allow any other stakeholder to interfere in its functioning other than the students.
- 3) As such, no regulations can be developed and applied that aim to diminish the democracy and independency of the CdE.
- 4) As such, no regulations can be developed and applied that aim to diminish the role of student representation in the operations of the school.
- 5) As such, the students and the CdE must be aware that their organization is an integral force and operator in the functioning of the school. This must not be taken lightly.
- 6) As such, it is vital that the Implementing Rules are followed and that the CdE does not lose its roots as far as integrity goes.
- 7) To that end, cooperation and continuity between the successive Presidencies and CdEs is stressed.

Article 9

Entry into Force

- 1) These Implementing Rules enter into force immediately after their adoption, ratification and approval from the incumbent Director and Deputy-Director of EEB4.
- 2) All amendments to the Implementing Rules enter into force immediately after their adoption and ratification.

Annexes

X

Signed by Sr. M. Bordoy on the .../.../...
Director

X

Signed by Mme. I. Verwilghen on the .../.../...
Deputy Director

X

Signed by Shirin Ahajjam on the .../.../...
President of the CdE 2020-2021

X

Signed by Dries Rooryck on the .../.../...
Vice-President of the CdE 2020-2021

Signed by all other members of the CdE 2020-2021