

Your Vision, Our Mission.
Votre Vision, Notre Mission.
Eure Sicht, Unsere Pflicht.

Internal Rules and Statute of the Pupils' Committee of the European School of Brussels II

Note: The term Pupils' Committee or Student Council will be used as a synonym to the common acronym CDE, which stands for Comité des Élèves. CDE is part of the pedagogical project of the school.

"A CDE that is fighting relentlessly for the students, is a CDE the students believe in".

The following proposal has the purpose of setting new procedural rules for the elections to the Pupils' Committee of the European School of Brussels II and the Election for Pupils' Committee President. It aims to ensure that the elections to and in the Pupils' Committee are fair, transparent and easily understandable. It furthermore aims to ensure that the Pupils' Committee and its Presidency are held accountable by the electorate. It shall stay in place, until the CDE decides to set up a new statute or vote to abandon the current statute.

Table of contents:

1 - Aim and Scope of this Statute	4
2- The Structure, Functions and Aims of the CDE	4
3- The Electoral Committee	6
a. Role of the Electoral Committee	6
b. Nomination of Candidates for the Electoral Committee of the CDE	6
c. Eligible Candidates for the Electoral Committee	7
4- Elections to the Pupils' Committee	7
5- Presidential Election.....	8
a. Eligible Candidates	8
b. Primary Election Process	9
c. Presidential Elections	9
6- Vice Presidential Elections	10
7- Replacement of the President	11
8- Election of the CoSup Representatives	11
9- Financial matters in the CDE	12
10- Discipline and Removal from Office in the CDE	13
11- Regulations to follow	14
12- Rights and Duties of CDE Members in connection to their Post	14
a. The rights of all CDE members.....	14
b. The duties of all CDE members.....	15
c. The duties of the President.....	15
d. The duties of the Vice-President	16
e. The duties of the Secretary.....	16
f. The duties of the Treasurer	16
g. The duties of the CoSup representatives	17

h. The duties of the members of the Core Team are as follows:	17
i. The duties of the Head of PR	17
j. The duties of the Head of Leisure.....	18
k. The duties of the Head of Improvement	18
l. The duties of the Head of Amnesty	18
m. The duties of the Head of the Kehoe Grand Debates	18
n. The duties of the Head of Jumpers.....	18
o. The duties of the Head of the Mini-CDE.....	18
p. The duties of the respective deputies	19
q. The duties of the representatives (whether that be in a meeting, part of an advisory board or temporary)	19
13- CDE Transparency	19
Class Representatives' role in transparency and communication	20
14- Provisions on Democracy, Social Change and CDE Continuity	21
15- Continuity and Stability	21
16- Entry into Force.....	21

1 - Aim and Scope of this Statute

This statute is in line with the general rules of the European Schools, the election procedures mandated by CoSup, as well as the pedagogical project of EEB2, the 8 LifeSkills, and the school regulations of EEB2.

The CDE is a pedagogical project of EEB2 and the end responsibility therefore lies with the management.

- 1) The Statute needs to be read and understood by all CDE members. It should be reviewed each year by the new members.
- 2) The Presidency (the President, Vice-President) is in charge of ensuring that each CDE member receives a copy of and understands the Statute.
- 3) The Statute is binding for all CDE members.
- 4) The Statute needs to be publicly available to all secondary students to read.
- 5) The aim of the Statute is to provide a clear set of rules and guidelines for the CDE to follow.
- 6) The Statute 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.
- 7) The Statute follows the procedures outlined in the *Election Procedures of the Pupils' Representatives within the European School System* (2019-01-D-55-en-5)
- 8) After its adoption, the new version of the Statute enters into force immediately.
- 9) 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 Statute.

2- The Structure, Functions and Aims of the CDE

- 1) The CDE is a non-profit, democratically governed and independent organization working to represent the interests of the students.
- 2) The CDE is made up of officially elected students who represent all others secondary students' views and interests.
- 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:
 - (I) To represent the opinions of the students at the European School of Brussels II (henceforth referred to as EEB2) in its official capacity as an organization in matters concerning the functioning of the school;
 - (II) To defend the rights of students; (*cf. art. 5.1. of the school regulations*);
 - (III) To take up any issues the students may have with the other stakeholders of EEB2; by voicing their complaints in a constructive and productive way towards the School Management.

(IV) To act as a monitoring organization concerning the operation of the school and the rights of the students;

(V) To act as the voice of students in Official meetings such as CEES, SAC and CA

(VI) To initiate projects on behalf of the students through cooperation with the other stakeholders of EEB2 and with approval of the management;

(VII) To work with the Conseil Supérieur des Élèves (henceforth referred to as the CoSup) to help students in all the European Schools by voicing the opinion of the students of EEB2;

4) The CDE is composed of members, who then may take up posts or join working groups.

a) Only members of the secondary cycle of EEB2 have the right to apply for membership of the CDE, but all members of the secondary cycle of EEB2 have the right to apply for membership of the CDE.

(I) With regards to the divide between the S1 S2 and S3 S4 S5 S6 S7 years, the CDE should provide what is called a Mini CDE where the class representatives of S1 and S2 are present in regular meetings where they can voice the interest of the younger years who may not be represented in the CDE. This Mini CDE may only officially suggest ideas and not implement them. These ideas and interests must be presented to the CDE and discussed. The class representatives who take part in the Mini CDE are not full members of the CDE. Elected members of the CDE from years 1 and 2 shall attend the regular CDE meetings as all other members.

b) The CDE may invite students who are not members of the CDE to its working groups, and volunteers without voting rights may assist the CDE if invited.

c) The CDE shall consist of at least 15 and no more than 32 members. In case of a tie in the votes, all tied members may join the CDE, even if it exceeds the limit of 32.

5) The Presidency is responsible for setting up weekly meetings with the CDE, chairing those meetings and otherwise communicating with the CDE members.

6) The CDE is officially recognized by the school community and the official bodies of the European Schools as per the Preamble, and is invited to attend the following meetings:

(I) The CoSup, represented by two elected members;

(II) The Administrative Board, represented by two CDE members, elected to this representative function by the CDE;

(III) The School Advisory Council, represented by two CDE members, elected to this representative function by the CDE;

(IV) The Educational Council, represented by four CDE members, elected to this representative function by the CDE;

(V) Any other meeting relevant to the CDE and its work with knowledge and approval of the school management.

(VI) No preparative meetings will be organised with other stakeholders before official meetings to discuss content of said meeting.

7) Seeing as the CDE is a pedagogical project of EEB2, a staff member can join the CDE meetings.

3- The Electoral Committee

a. Role of the Electoral Committee

1) The Pupils' Committee's Electoral Committee has the role of organising the elections for membership in the Pupils' Committee, President, and Vice President of the Pupils' Committee, and to ensure that these elections are fair and transparent.

2) The Electoral Committee shall be the institution setting all dates for member and presidency elections, in accordance with the school management.

3) The Electoral Committee shall be the institution overseeing the election campaigns of the candidates for the Pupils' Committee and President of the Pupils' Committee and shall be permitted to intervene in Election Campaigns when they violate rules set by it, the school's regulations, the school's management, the CDE, and/or CoSup, or when they use tactics not appropriate for elections to a student's body, such as, but not limited to, discrimination, acts of hate, preferential treatment, or spreading of false information. The Electoral Committee and its chairperson shall act as the instance evaluating potential violations.

4) If the circumstances mentioned in clause 3 occur, the Electoral Committee is obliged to inform the management of EEB2.

b. Nomination of Candidates for the Electoral Committee of the CDE

1) The Electoral Committee shall be elected before the Summer Break by the members of the outgoing Pupils' Committee.

2) The outgoing Pupils' Committee shall nominate a minimum of four and a maximum of six members for the Electoral Committee of the following year, who fulfil the criteria listed in section 3c.

3) In case of more than four eligible candidates, the outgoing Pupils' Committee shall cast a vote determining which candidates shall become members of the Electoral Committee. The four candidates with the most votes shall make up the Electoral Committee.

4) Each member of the Electoral Committee commits themselves not to run for the position of President of the Pupils' Committee or for the position of Vice President in the upcoming presidential/vice-presidential elections. Candidates for the Electoral Committee are to be made aware of this rule before they assume their new positions.

5) Members of the Electoral Committee shall be eligible for all other positions within the CDE in the upcoming year if they are voted in.

6) Members of the Electoral Committee shall also have to seek re-election to the Pupils' Committee. They shall not be allowed to use their position in any possible way to gain an unfair advantage over other candidates.

7) Members of the Electoral Committee who fail to win their re-election shall act in their position until the Presidential and Vice-Presidential Elections and the counting of the votes for both of the aforementioned has ended, but they shall not be permitted to join the Pupils' Committee in that year.

c. Eligible Candidates for the Electoral Committee

1) All students of the current CDE who fulfil the following criteria shall be eligible candidates for the Electoral Committee:

(I) The Candidate is in S4 or above at the date of the election, and therefore S5 in the following year.

(II) The Candidate shall be a member of the Pupils' Committee at the date of the election.

(III) The Candidate shall not be a candidate in the upcoming presidential election.

4- Elections to the Pupils' Committee

1) Elections to the Pupils' Committee shall be organised by the Electoral Committee of the Pupils' Committee, in co-operation with the school's administration. The Electoral Committee shall put forward a detailed procedure following the guidelines given in this document, which shall be approved by both the outgoing CDE and the school's administration.

2) Elections to the Pupils' Committee shall be open and transparent. Every student of Secondary School shall be permitted to apply to join the Pupils' Committee. No student shall be excluded from the application process due to their:

(I) Age

(II) Nationality or language section

(III) Gender

(IV) Religious beliefs

(V) Sexuality

(VI) Performance in school

(VII) Physical appearance

(VIII) Any sort of disability

3) All members of the Pupils' Committee shall be elected by an assembly of the class representatives of Secondary School. No candidate shall be allowed into the Pupils' Committee if they are not elected by the assembly of class representatives.

a) The decision of the class representatives should be based on:

- (I) The quality of the content of the application of the candidate
- (II) Previous involvement of the candidates in the Pupils' Committee
- (III) Previous involvement of the candidates in extra-curricular related to the amelioration of everyday school life
- (IV) Previous involvement of the candidates in extra-curricular school activities in general
- (V) Diversity in year groups and language section
- (VI) Other factors regarded as important by the Electoral Committee, which will have to be set before the applications are considered.

b) Their decision shall not be based on any features mentioned in clause 2.

d) These criteria should be read out loud at the beginning of the Elections to the Pupils' Committee either by a member of school management or the Electoral Committee.

4) All candidates seeking membership in the Pupils' Committee shall be allowed to stand in the elections. If the number of candidates exceeds the threshold of 80, the Electoral Committee shall be permitted to choose 80 candidates who sent in their motivational letter based on the criteria mentioned in clause 3.

5) Should a candidate for the Pupils' Committee attract attention by using offensive language, insulting their competitors, spreading false information, or by making insulting statements about any group of people, the Electoral Committee will disqualify the candidate and end their campaign. Such a decision shall only be made by an anonymous, unanimous vote of the Electoral Committee, supported by the Secondary Deputy Director, or his or her Assistant.

6) The elections to the Pupils' Committee shall be advertised via different medias, including e-mail and official social media accounts of the Pupils' Committee, the CDE website or an online educational platform (e.g., Teams).

7) The elections to the Pupils' Committee shall be held at least 7 days before the elections for President of the Pupils' Committee, in order to allow presidential candidates to prepare their election campaigns.

5- Presidential Election

a. Eligible Candidates

1) All students of EEB2 who fulfil the following criteria shall be eligible candidates for the presidency:

- (I) The Candidate shall be 15 years or older at the date of the election.
- (II) The Candidate shall be a member of the previous Pupils' Committee.
- (III) The Candidate shall not be a member of the Electoral Committee.
- (IV) The Candidate shall be in year five or six.

b. Primary Election Process

1) Every candidate for president of the Pupils' Committee shall have the support of 50% of the Pupils' Committee. To determine whether a candidate is eligible and should appear on the general ballot, the Electoral Committee shall organise an internal election in the Pupils' Committee following the Election for membership of the Pupils' Committee. In this primary election, each member of the Pupils' Committee, including the members of the Electoral Committee (if re-elected as CDE members) shall be able to cast three votes for up to three different candidates. Accumulations of votes on one candidate are not permitted. Members of the CDE may choose to cast one, two, three or no votes.

2) There shall be at least two presidential candidates. In the case that there is only one candidate that is at least 15, a singular S7, approved by a two thirds majority of the CDE, is exceptionally allowed to run in said election.

3) In case of more than three candidates exceeding the threshold of 50%, the two or three candidates with the most votes shall receive the nomination as candidate for president of the CDE and shall appear on the official ballot papers.

4) In case of only two candidates exceeding the threshold, only two candidates shall be nominated.

5) In case only one candidate or no candidate reaches the threshold of 50%, the CDE shall cast as many rounds of voting as necessary to determine two candidates who enjoy the support of the majority of the Pupils' Committee.

c. Presidential Elections

1) The Election for President of the Pupils' Committee shall occur in the first month of the new school year on an agreed on date between the school's administration and the Electoral Committee.

2) Every student of the Secondary School of EEB2 is entitled to cast one vote in the Election for President of the Pupils' Committee. Ballots shall only be allowed to be cast on the Election Day at the designated Ballot Boxes.

3) The votes shall only be counted when all votes were tallied. Only ballots which fulfil the following criteria shall be counted:

(I) There is a clear indication of support for only ONE candidate.

(II) There are no further drawings or writings on the ballot paper.

(III) The paper ballot is intact and is not ripped into pieces.

4) In case of doubt that a ballot, be it paper or electronic, is invalid or unclear, the Electoral Committee shall not count it. This shall be supervised by the management.

5) The counting of the votes must take place with a member of the school management present.

6) The winner of the Presidential Election shall be the candidate who has the most votes. A majority (more than 50%) of votes is not a necessary criterion for a victory.

7) The results of the elections shall only be published when the counting of all votes has ended. The vote count will be kept secret to the Electoral Committee. Any contestation of the result shall be made in the week after the Election and shall be addressed to the Electoral Committee of the CDE, who will, in co-operation with the Assistant Deputy Director of Secondary, decide which actions to take.

8) If the margin of victory is less than 10 votes, the Electoral Committee shall carry out a mandatory recount. Should after three recounts, the result of the presidential election be a tie, the Electoral Committee is permitted to determine the result of the election, in accordance with the other members of the CDE and the Assistant Deputy Director of Secondary, via a coin toss between the two candidates which are tied.

9) With the election of the new President, the interim leadership of the Electoral Committee ends, and the newly elected President subsequently takes over. The new President shall determine the dates and the ways in which the future CDE shall be organised. The President shall be however advised to follow the customs and traditions of the previous Pupils' Committees.

6- Vice Presidential Elections

1) The Vice President of the Pupils' Committee is the deputy of the President. The Vice President shall represent the President in temporary absence and shall lead the Pupils' Committee when the President is unable to do so. In case of a permanent vacancy of the position of President of the CDE, due to:

- (I) a resignation of the President
- (II) death or injury of the President

The Vice President shall take the position of President of the Pupils' Committee and shall choose a new Vice President from the ranks of the Pupils' Committee.

2) All members of the Pupils' Committee who fulfil the following criteria shall be eligible candidates for the vice presidency:

- (I) Have been in the Pupils' Committee for at least one year.
- (II) Be 15 years or older at the date of the election and be in either years 4, 5, 6, or 7.
- (III) Be a member of the Pupils' Committee who is not the President or the Treasurer of the Pupils' Committee.

3) The Vice President shall be elected in an anonymous internal vote by the members of the Pupils' Committee.¹ The candidate with the most votes shall become the Vice President. In case of a tie, a new voting round is cast.

4) If the position of Vice President of the Pupils' Committee is temporarily or permanently vacant, the Pupils' Committee elects a new Vice President.

7- Replacement of the President

1) The President of the Pupils' Committee is popularly elected in an anonymous vote by the members of the school. Before taking office, they shall be informed that they are expected to serve during the entirety of their term in office, the duration of which corresponds to the duration of the whole school year. Therefore, there shall be no further presidential elections in the school year.

2) The President of the Pupils' Committee shall only be impeached if:

(I) They gravely misuse the powers of their office for a personal benefit.

(II) They are convicted of bribery or corruption.

(III) They gravely violate the Pupils' Committee statute.

(IV) they gravely violate the school regulations (scale 6). *The level of violation in this case is determined by the school management.*

3) In order to determine whether the charges against the President are valid, the Pupils' Committee shall cast a vote. If school management agrees that the charges are valid, the Pupils' Committee shall have an official hearing on this case and then vote on the charges.

4) If a two-thirds majority of the Pupil Committee votes for an impeachment of the President, the President shall be removed from their office and the Vice President shall be subsequently sworn into office.

5) The President shall immediately be notified of any accusations put forward against them and shall be given a fair opportunity to defend themselves, including a reasonable amount of time to prepare a defence.

6) A removal from the position as President shall not remove the individual from their position as CDE member.

8- Election of the CoSup Representatives

1) After the elections of the President and the Vice President, the CDE shall elect two CoSup Representatives who will be sent to participate in CoSup meetings.

2) CoSup Representatives shall be elected via an internal CDE vote where each member has the right to two votes.

¹ Document 2019-01-D-55-en-5 of the Office of the Secretary-General outlining the Election Procedures of the Pupils' Representatives within the European School System is overridden via derogation from EEB2 Management for the school years 2023-2028.

3) Any member of the CDE may put themselves forward as a candidate as long as they fulfil the following criteria:

(I) They are 15 years or older at the date of the election.

(II) They are in S5 or above at the date of the election.

4) No two CoSup Representatives shall be in S7. If the two candidates with the most votes are both in S7, the one with the least amount of votes shall be disqualified, and the first non-S7 candidate with the highest votes shall be elected in their place.

9- Financial matters in the CDE

1) In addition to the procedures laid down in Article 11/6, it is stipulated that concerning the storage and spending of financial assets:

(I) The CDE shall generally store all its financial assets in its bank account; the treasurer may, with agreement of the school management, however, also hold cash for minimal periods of time in the school's safe.

(II) The Memorandum of Understanding between the CDE and the APEEE (Parents' Association of EEB2) governs the bank account of the CDE, which is in legal custody of the APEEE;

(III) Obligation to inform the school about transactions in advance, a written approval from the management goes to the responsible APEEE member.

(IV) All transactions made by or on behalf of the CDE must be accompanied with a written proof of evidence.

3) The CDE cannot provide loans to individuals or organisations, except for CDE-related transactions that shall be reimbursed as soon as possible.

4) The process of requisitioning debts from the CDE by individuals can only be started in the scholastic year the expenditure was made.

5) The CDE may only be taxed by CoSup if the CDE is represented in CoSup by representatives elected by the CDE.

6) If there is suspicion of theft or other illicit/immoral activities related to the Treasury, the management shall be informed immediately, and a meeting shall be held with the Presidency and management present.

7) The Core Team must unanimously approve the financial report of the Treasurer. If any CDE members are interested in running for the position of Treasurer in the coming years, they are able to attend the Core Team meeting, although only as an observer. If unanimity cannot be reached, the management shall be informed immediately, followed by the APEEE responsible. The report shall be presented to the rest of the Pupils' Committee and school management once approved.

10- Discipline and Removal from Office in the CDE

1) Should the President, Vice-President, or any member of the CDE act in a way contrary to the interests of the CDE or the students, or not fulfil their duties, the CDE may hold a vote of no confidence to remove them from their post.

2) The only legitimate grounds for impeachment of any member of the Presidency are as follows:

(I) Inactivity, meaning failing to actively pursue the goals of the CDE or of the students.

(II) Misconduct in executing their role as a student representative.

(III) Acting in contrary to the interests of the CDE or of the students.

(IV) Gravely violating school regulations (scale 5/6).²

(V) Gravely failing to follow the statute.

(VI) Fails to fulfil conditions given in a warning (page 15)

3) Before such a vote of no confidence can take place, the member must have been warned beforehand by the Presidency.

4) The no-confidence vote may be initiated at the request of any member of the wider student constituency (including the CDE), with the approval of the school administration (Director or Deputy Director or ADDS).

5) 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.

(I) A disciplinary hearing must be conducted, which presents both sides of the argument. Here, presence of a member of school management is obligatory.

(II) Only after the disciplinary hearing is conducted can the vote of the CDE members begin.

6) At least two thirds of the members of the CDE must be present for the vote. Of these, a two thirds majority is necessary to remove the accused from their post.

7) Any consequent removal of office shall be effective immediately.

8) If the decision is removal from office, the unfilled position shall be filled as soon as possible.

8) If any member of the CDE is concerned about their or someone else's mental health, the Presidency shall be informed and decide further actions which shall be discussed with school management.

² If a scale 6 violation occurs, the management (Director, The Deputy Director of Secondary, and the ADDS in this case) shall be allowed to (temporarily) remove a CDE member from their duties.

11- Regulations to follow

- 1) The CDE may issue directives that complement this document, and that describe its provisions in more detail, or that lay down foundations for new organisational structures or projects of the CDE.
- 2) After ratification, these directives are considered to have entered into force and are to be taken into consideration.
- 3) These directives can be revoked by the same voting procedure that ratified them.
- 4) The existence of these directives and the directives themselves must be passed on from Presidency to Presidency in the CDE.
- 5) These directives have the same authority as the Statute in everything except their ratification and revocation method.
- 6) These directives must not be at odds with provisions of the Statute or the school regulations.
- 7) Such directives shall be approved by at least two thirds of the CDE.

12- Rights and Duties of CDE Members in connection to their Post

a. The rights of all CDE members are as follows:

- 1) Should a vote arise, all CDE members have the same number of votes. In the case of a tie, the Presidency has the right to decide by a forced simple majority vote (no abstention possible) and should that still result in a tie, the President may cast a tiebreaker vote.
- 2) As with all students, all CDE members have the right to freely express themselves in accordance with the EU values.
- 3) All CDE members (exception: excluded ones) have the right to receive a certificate at the end of the scholastic year testifying their participation in the CDE.
- 4) 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. This right is equally recognised by the school administration provided the student does not have a test or graded assignment in said period(s). In case of absence, the management must be at least informed beforehand.
- 5) As with 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.
- 6) The CoSup representatives are entitled to reimbursement for their travel costs from the administration.

7) All CDE members and students have the right to propose directives, statute modifications, projects, and initiatives provided that there is time during the relevant meetings on scholastic years.

8) All CDE members may request to leave the CDE or be moved to an advisory position. This request must be evaluated by the Presidency and the school management before they decide whether or not to approve the request.

b. The duties of all CDE members are as follows:

1) All CDE members must act as spokespeople for the CDE and its projects.

2) All CDE members must share their opinions and be active in the CDE to a reasonable extent.

3) All CDE members must put the interest of the CDE and thus of the students before their own personal interests.

4) All CDE members must always act to help the CDE achieve its aims.

5) 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.

6) All CDE members must follow the Internal Rules and Statute of the CDE.

7) All CDE members attend all the CDE meetings their position requires them to and must try their best to aid the CDE except in cases where they cannot for a justifiable reason, to be decided by the Presidency and school management.

8) Like the wider student constituency, all CDE members must respect each other and all stakeholders of the school as well as acting within school regulations and taking into account the values expressed in the 8 Life Skills.

9) In the event that a member of the CDE fails to participate in three or more meetings without proper justification, in combination with a lack of involvement and productivity in working groups, the Presidency shall issue a warning.

The warning can stipulate a demand for regular attendance at the CDE meetings and/or a demand to increase involvement & productivity within working groups. The warning must reach the said member in written with school management in cc.

Furthermore, in the event that said member fails to fulfill the demands of the given warning, their behaviour will be taken up with the school management, and the possibility will be raised for a motion of mistrust.

c. The duties of the President are as follows:

1) The President is the main person in charge of the functioning of the CDE.

2) They must ensure that the CDE achieves its projects and aims.

3) They prepare and preside over meetings.

4) They are the main enforcer of the Statute and must adhere to the rules of the Statute.

- 5) They must ensure that the directives are followed, and that the CDE is constantly informing students of matters concerning them and the CDE.
- 6) They must be in contact with the CDE members, the management, the administration, the teachers, the staff, and the parents.
- 7) They must always be neutral (meaning not showing bias towards individuals) within their duties as the President of the CDE.
- 8) They should never impose their opinion but must allow debates to occur and a healthy CDE to flourish unless it disadvantages the CDE as a whole.
- 9) They are strongly encouraged to assist meetings when invited.
- 10) They are strongly encouraged to stay in contact with other representatives, and student reps if they feel the need to discuss issues related to the CDE and it is the role in the school community.
- 11) They are in charge of approving or disapproving any actions of CDE members and heads in relation to their position. The school management must be informed if and when any member of the CDE repeatedly takes inappropriate actions or behaves in a way which goes against school, or CDE, regulations.
- 12) They must have regular meetings with the Assistant Deputy Director of Secondary to ensure transparency and cooperation between the CDE and School Management.
- 13) They must ensure that all members are informed and trained to fulfil their duties.

d. The duties of the Vice-President are as follows:

- 1) The Vice-President has the same duties as the President but in the second plane.
- 2) They shall cooperate with the President to help them in their duties.

e. The duties of the Secretary are as follows:

- 1) They shall take down minutes of each CDE meeting.
- 2) They shall perform any work requested by the President or Vice President.

f. The duties of the Treasurer are as follows:

- 1) They shall cooperate with the Presidency to help them in their duties.
- 2) They are responsible for all financial aspects of the CDE. However, they can only spend money if it has been agreed upon by the President (up to 100€) and approved by the school management if the sum is higher than 100€.
- 3) They must make sure that all financial regulations are followed, following the regulations outlined in point 8.
- 4) They must ensure full transparency to the Presidency and school management (see clause 9.7).

5) They must prepare a detailed financial report of the entirety of the year to be presented to the Core Team at the end of the school year in a separate meeting.

g. The duties of the CoSup representatives are as follows:

1) The CoSup representatives' main duty is to represent the opinion of the EEB2 CDE at CoSup meetings.

2) As such, it is their duty to inform the Presidency and the CDE of the agenda of the CoSup meetings should they take place.

3) Therefore, they shall represent the opinions produced by the CDE after the CDE has been informed of the agenda of the meetings.

4) As such, the CoSup representatives are only to form their own opinions in line with the Pupils' Committee's.

5) It is also the duty of the CoSup representatives to provide a report of the CoSup meetings that have taken place to the CDE.

h. The duties of the members of the Core Team are as follows:

This must be prefaced by saying that all heads of teams are automatically members of the Core Team, as well as the Presidency, Secretary, and the Treasury.

1) Attend Core Team meetings when called by the Presidency.

2) Assist the Presidency by giving their opinions and suggestions concerning important decisions when called upon by the Presidency.

3) Be motivated, reliable, and constructive, both in meetings and leading projects.

4) Keep the Presidency informed of ongoing events and other projects as well as any issues.

i. The duties of the Head of PR are as follows:

1) Manage the transparency between the CDE and the students. This includes organising the class representative meetings.

2) Manage the official CDE communication channels.

3) Manage the newsletter and CDE website, however all changes need to be approved by the Presidency, as well as the final draft of the monthly newsletter, which must also be approved by school management.

4) Try to the best of their ability to keep the students informed about decisions taken in meetings (internal or involving the stakeholders/other ESs), and responsibly handling information of a sensitive or confidential nature.

5) Promote events organised by the CDE or by CoSup.

6) Introduce the members of the CDE and their respective positions to the students after all elections are completed.

j. The duties of the Head of Leisure are as follows:

- 1) Coordinate the organisation of events such as the sports competition and the talent show.
- 2) With their team, come up with (new) events and competitions for the students and get them approved by the Presidency and by management.
- 3) Promote said events in cooperation with the PR team.

k. The duties of the Head of Improvement are as follows:

- 1) With their team, come up with innovative ways to improve the school and the student's wellbeing.
- 2) Buy any items, with the approval of the President, to improve the school and the student's wellbeing (e.g., basketball nets, bike racks, games, art supplies).

l. The duties of the Head of Amnesty are as follows:

- 1) Organise Amnesty International sales and distribution whilst keeping the Presidency and responsible staff member informed of these actions (e.g., roses, Easter eggs, candy canes etc.).
- 2) Organise and supervise the process from encouraging participants to distributing the goods.
- 3) Choose a topic from Amnesty International to support with the profits from Amnesty International sales.

m. The duties of the Head of the Kehoe Grand Debates are as follows:

- 1) Organise the Kehoe Grand Debates for S1-S6 with help of the Kehoe Grand Debates document (in hands of the President).
- 2) Organise and supervise the training of the candidates.
- 3) Organise and supervise the training of the chairs.
- 4) Organise and supervise the training of the mentors and coordinate the mentoring of chairs and debaters.
- 5) Coordinate the debates themselves.

n. The duties of the Head of Jumpers are as follows:

- 1) Coordinate the logo competition.
- 2) Decide on colour options and final logo in cooperation with the student body (via election e.g., poll).
- 3) Coordinate jumper sales via the CDE website.
- 4) Place order with the supplier
- 5) Coordinate jumper distribution.
- 6) Keep the Presidency informed of their actions

o. The duties of the Head of the Mini-CDE are as follows:

- 1) Lead meetings with class representatives from S1 and S2 every two weeks.

- 2) Inform said class representatives about any developments in the CDE.
- 3) Answer said class representatives' questions in a simple and comprehensive manner.
- 4) Encourage questions and requests.
- 5) Keep in contact with the Educational Advisors of said year groups.
- 6) Keep the Presidency informed of the requests and concerns of the S1 and S2 students.
- 7) Ensure that S1 and S2 class representatives can express themselves in either French or English and if possible or necessary, in their mother-tongue.

p. The duties of the respective deputies are as follows:

- 1) Support their Head by aiding with tasks assigned to them.
- 2) Lead the team in an efficient and motivating way should the head not be able to make it for any reason or specifically ask them to.

q. The duties of the representatives (whether that be in a meeting, part of an advisory board or temporary) are as follows:

- 1) Always support the opinions of the student body and only voice personal experience if there is no opinion of the students known to them or to illustrate the students' opinions. It must be made clear when a personal experience is being voiced.
- 2) Be prepared and active during meetings.
- 3) Report back to the Presidency and the CDE. Confidential information is only shared with those who are approved by the affected party.
- 4) Always act and speak with the students' best interest at heart.
- 5) Take notes in official meetings.

13- CDE Transparency

- 1) The CDE is accountable to the student constituency of EEB2.
- 2) As such, the CDE needs to inform the wider constituency on the work the CDE is doing.
- 3) The CDE needs to periodically publish reports and newsletters to the students, including, but not limited to:
 - (I) The progress of projects and the status of projects.
 - (II) Meeting reports, paying attention not to divulge confidential information concerning any a. decisions that are yet to be made public or b. specific data or statistics containing personal information (e.g., mental issues of students or teachers) unless approved by all parties.
 - (III) Events in school and changes in the system.
 - (IV) Important documents relevant to the students.

(V) Public messages from CoSup.

4) These can be shared over email, social media, Microsoft Teams, préau monitors, through class representatives, educational advisors, the CDE's website or other means of distributing information.

5) The CDE must be able to provide students with information on the workings of the CDE, their projects and the decisions taken by any of the stakeholders, provided the information in question is not confidential or sensitive.

6) The CDE must ask the student body about their ideas and wishes regarding the school and the CDE's projects and consider them, provided they are realistic and benefit most/all the student body short- and long-term.

7) The Assistant Deputy Directory of Secondary must be informed in advance about different event ideas that the CDE would like to implement. These events must always be coached by a staff member.

8) The management may look at any CDE document if there is a suspicion of a violation of the school regulations or the statute.

9) The school management shall provide at least one or two fixed staff members who are available to assist the CDE.

Class Representatives' role in transparency and communication

Definitions and Aims of the project:

The class representative represents and voices the opinion of their class and is an important communication link between the students and CDE, the parents' representatives of the class and the school's administration. The responsibilities and duties of the class representatives is crucial to ensure that all pupils can talk to somebody trusted in their class, comfortably. To ensure communication between class representatives and the CDE, at least two meetings, but preferably three a year shall be organised with the CDE President, who is in charge of running the meeting, member of the PR Team and member of the Mini CDE Team.

These meetings should include:

(I) A brief explanation of how the CDE works..

(II) Updates on Information the CDE deems important for the class representatives to know.

(III) The majority of time to be dedicated to answering the questions of the class representatives, listening to feedback, and considering any requests they have for the CDE.

These meetings can and should be followed by an event/meeting organised by management in collaboration with the CDE. In these meetings, the management will engage in open dialogue with volunteering students.

14- Provisions on Democracy, Social Change and CDE Continuity

- 1) The CDE is a democratic organisation that is part of the pedagogical project of the school.
- 2) Regulations that aim to diminish the role of student representation shall only be developed and applied if and when the CDE as a group, or a CDE member as an individual, is violating the school regulations or the statutes. These regulations should be only as restrictive as is necessary.
- 3) As such, the students and the CDE must be aware of their importance, integrity, and voice in the functioning of the school community.
- 4) As such, the students and the CDE must be aware that their organisation is just as integral as that of the administration, teachers, or parents.
- 5) As such, it is vital that this Statute is followed and that the CDE does not lose its roots as far as integrity and responsibility go.

15- Continuity and Stability

- 1) Ensuring the continuity and co-operation in-between different years and presidencies is essential to maintaining the stability and good functioning of the CDE.

(I) To that end, the credentials to the official Instagram and email accounts shall be passed down by the Presidency or the Head of PR either a. at the end of each school year to the Electoral Committee, who shall then pass it on to the next Presidency/Head of PR, or b. at the beginning of the new school year to the newly elected Presidency/Head of PR.

(II) Send clear proposals about the activities from the different working groups to the Assistant Deputy Director of Secondary for approval and support, advice and countability.

- 3) The Presidency must act as a mentor to all the candidates of the Presidential Elections and all other Heads by seeking to do the following:

(I) Giving their experience and advice to each of the presidential candidates.

(II) Facilitating access to knowledge required to run.

- 4) All members in position of Team Leaders roles such as those listed in Article 11/8-15 (or the Vice-President) shall share their knowledge and expertise with their deputy or any other member of their team that intends on applying for the CDE the next school year to the best of their ability.

(I) Should the members have any questions, wishes or concerns, they are urged to share them with the Presidency and/or their Head.

16- Entry into Force

- 1) This Statute enters into force immediately after its adoption and ratification.
- 2) All Statute modifications enter into force immediately after their adoption and ratification.

Written by Anya Staudenmayer (President 2020-2021) and Amelie J. Schobesberger (Vice-President 2020-2021) and reviewed by Fabian Repplinger in November 2020, Raivo Kleijssen Laas in March 2021, and Francisco Carriço in February 2023. Based on the previous CDE Statute.

Approved by the Pupils' Committee 2022-2023 on 24-04-2023.

Approved and signed by:

- Anya Staudenmayer (President 2020-2021) on 26-05-2023.
- Amelie J. Schobesberger (Vice-President 2020-2021 and President 2021-2022) on 09-05-2023.
- Sofie Vanlerberghe (CDE Coach 2020-2023), Kirsten Meeus (ADDS 2020-present), Isabelle Verwhilgen (DDS 2022-present) and Kamila Malik (Director 2019-present) on 21-06-2023.

Binding as of 30-06-2023

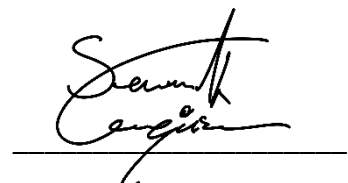
Entry into Force 01-09-2023



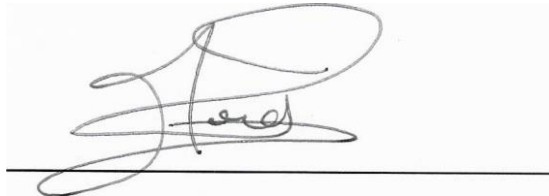
Anya Staudenmayer
President of the Pupils' Committee 2020-2021



Amelie J. Schobesberger
President of the Pupils' Committee 2021-2022



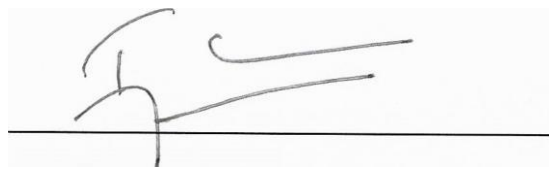
Sarnath Gesquiere
President of the Pupils' Committee 2022-2023



Kirsten Meeus
Assistant Deputy Director Secondary Cycle 2020-present



Sofie Vanlerberghe
CDE Coach 2020-2023



Isabelle Verwhilgen
Deputy Director Secondary Cycle 2022-present



Kamila Malik
Director 2019-present



Your Vision, Our Mission.
Votre Vision, Notre Mission.
Eure Sicht, Unsere Pflicht.