



InterParents, A.s.b.l., Non-profit association

Registered office : 23 Boulevard Konrad Adenauer, L-1115 Luxembourg  
RCSL F2179

## **RULES GOVERNING THE REPRESENTATION OF INTERPARENTS**

(Relating to the representation of InterParents in the meetings of the BoG and the subsidiary committees of the BoG and Working Groups)

### **1. Principles**

- 1.1 InterParents shall ensure that the APEEEs provide candidates for all committees and working groups, and shall ensure a fair distribution of mandates.
- 1.2 At least two and up to four official representatives may be appointed as delegates, unless unanimously agreed by the APEEE representatives. They must be parents of a pupil at a European school.
- 1.3 Delegates must be fluent in at least one of the working languages (German, English, French) and have a thorough passive understanding of a second of these languages.
- 1.4 Representatives being considered for election as delegates must declare before their election that they are prepared to serve as a delegate for the intended term.
- 1.5 As far as possible, InterParents should try to ensure that only representatives who have already attended at least two InterParents meetings are elected as delegates.

### **2. Delegate responsibilities**

- 2.1 Delegates must communicate to all APEEEs all matters dealt with at meetings where they are present, as well as all information on which they have based their work.
- 2.2 Delegates must take minutes of each of these meetings and distribute them to all APEEEs no later than two weeks before the next InterParents meeting. If there are two delegates, the minutes will be written by the senior delegate, in coordination with the junior delegate.
- 2.3 The delegates must faithfully represent the position adopted on each subject by InterParents, as well as, where appropriate, any minority position of an APEEE on issues of importance to it.

### **3. Representation at BoG meetings**

- 3.1 The Chairman will be the head of the delegation and will act in accordance with the SC regulations. However, in case of impediment, the President may appoint a member of the Management Committee to replace him/her.

- 3.2 The second delegate will be appointed by InterParents, taking into account the experience of the candidates, the country where the meeting will take place, and other specific circumstances.
- 3.3 This second delegate must, in principle, be appointed by InterParents at least one month before the meeting and must not be from the same APEEE as the President.
- 3.4 The President will confirm this appointment as soon as the agenda for the meeting is published.

#### **4. Representation at Joint Educational Committee meetings**

- 4.1 InterParents' representation rotates according to a schedule that is updated each year.
- 4.2 The normal term of office for a delegate is two years, starting on the first of the month following the first meeting of the calendar year of the SC.
- 4.3 In order to ensure continuity of work, InterParents should not appoint these four delegates at the same time but six months apart, so that their terms of office always overlap.
- 4.4 In relation to the previous paragraph, it may be necessary to extend or shorten a term of office, but never by more than one year (i.e. a term of office may vary between one and three years, depending on the particular circumstances).
- 4.5 One of the four delegates must be from a large school (over 2,000 pupils) and one from a small school.
- 4.6 Delegates to committee meetings are designated "junior" for the first year of their mandate and "senior" for the second year. In general, it is the "senior" delegates who address the committee.

#### **5. Representation on other committees**

- 5.1 Delegates to other committees (e.g. CAF, SEN policy group) are elected for one-year terms. They may be re-elected a maximum of 3 consecutive times unless the APEEE representatives unanimously agree otherwise.
- 5.2 This election will take place at the first InterParents meeting of the calendar year.

#### **6. Representation in the working groups**

- 6.1 Delegates to the working groups are elected when the group is formed and their initial term of office will end at the next regular election.
- 6.2 Regular elections take place at the first InterParents meeting of the calendar year.
- 6.3 These delegates may be re-elected a maximum of 3 consecutive times, taking into account § 1.1 of these Rules.

#### **7. Responsibilities of InterParents**

- 7.1 InterParents will endeavour to provide all the conditions enabling delegates to carry out their duties in good and due form and will in particular reimburse the APEEEs for the delegates' travel expenses, in accordance with the provisions of the financial regulations.
- 7.2 At its first meeting of the calendar year, InterParents must update the representation calendar for the following 3 years.

## **8. Impediment of a delegate and early termination of a mandate.**

- 8.1 If, despite his or her best efforts, a delegate is unable to attend a given meeting of a committee or working group, he or she or his or her APEEE must notify the President of InterParents as soon as possible.
- 8.2 The President will then appoint a suitable replacement who meets the conditions set out in §§ 1.2 and 1.3 of these Rules.
- 8.3 When an APEEE notifies InterParents that one of its delegates ceases his mandate or that he cannot continue to exercise it, InterParents will appoint a replacement delegate for the remaining period of the mandate of the delegate in question. Preference will be given to the candidate proposed by the APEEE concerned. The replacement must meet the conditions set out in §§ 1.2 to 1.5 and, if applicable, § 4.5 of these Rules.

## **9. Rights and obligations of the APEEEs**

- 9.1 When the APEEEs nominate their representatives to InterParents, they must take into account the order of intervention of the delegates foreseen in the calendar. If an APEEE is unable to meet its obligations in the timetable, it must inform the President.
- 9.2 The APEEEs must bring these rules to the attention of their representatives before their appointment and indicate the resulting obligations, in particular for the delegates.
- 9.3 The APEEEs must ensure that all documents, questions, etc., are circulated and that delegates receive the information they request.
- 9.4 If an APEEE is unable to meet its obligations under the timetable, the next APEEE in the same timetable will be called upon to replace it and the timetable will be adjusted.
- 9.5 If a representative is unable to represent InterParents according to the statutes, the President may contact the APEEE concerned, requesting a replacement if necessary.



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## **FINANCIAL REGULATIONS OF INTERPARENTS**

(Concerning membership fees and reimbursement of expenses)

### **1. Budget and finance**

#### **1.1 Financial year**

The budget year runs from 1 January to 31 December.

#### **1.2 Budget preparation**

The Treasurer will prepare a budget based on the representations' forecasts for the following year, determining the amount per pupil due from the APEEEs, and will submit this document to the meeting preceding the October Board meeting.

#### **1.3 Contribution**

Each APEEE must pay a solidarity contribution per school year. This amount will be set annually by InterParents at its November meeting, depending on budgetary requirements. This payment is due on 1st January of each school year.

#### **1.4 Balance sheet for each association**

Each APEEE will produce a statement of costs incurred, which it will send to the treasurer after each meeting or, at the latest, by means of an annual statement by 10 January of the following year. This balance sheet or annual balance sheet must mention all the expenses incurred by the members of the APEEE on behalf of InterParents for the meeting in question or during the previous year.

#### **1.5 General balance sheet**

By 30 January at the latest, the Treasurer sends the balance sheet for the past financial year and proposes the necessary corrections to the budget for the current financial year, which will be discussed at the InterParents meeting in April, preceding that of the BoG.

The Treasurer's balance sheet is audited by an auditor independent of InterParents.

## **2. Reimbursement of expenses**

### **2.1 Right to reimbursement**

- a) For InterParents meetings, the travel expenses of one representative per APEEE will be reimbursed by InterParents.
- b) For committee meetings and working group meetings, InterParents will reimburse the expenses of its delegates only if these are not reimbursed by the BSGCS.
- c) For SC meetings, no reimbursement is due by InterParents.

### **2.2 Reimbursed expenses and allowances**

InterParents will reimburse travel expenses and pay a daily allowance for the duration of the meeting. In the case of meetings preceding or following another meeting reimbursed by the BSGCS, InterParents will pay only the per diem.

### **2.3 Travel expenses**

The following expenses will be reimbursed upon presentation of supporting document(s):

- a) The price of a second-class train ticket.
- b) When the distance between the place of residence and the meeting venue is greater than 500 km or the itinerary includes a sea crossing, the Treasurer may agree to the reimbursement of an economy class air ticket.
- c) As an alternative to the train, car travel will be reimbursed on presentation of proof(s) of the cost of public transport.
- d) Taxis may be reimbursed if justified.

### **2.4 Daily allowance**

The basic value of the daily allowance is the same as that paid by the BSGCS. This basic value is adjusted as follows:

- a) The total value for a period of more than 6 hours, including hotel.
- b) This allowance will be reduced to 75% if there are no hotel expenses (sleeper, return home during the day, stay with family or friends).
- c) The allowance will be reduced to 50% for periods of less than 6 hours.

### **2.5 Reimbursement of other expenses**

In addition, reimbursement may be provided for administrative expenses (photocopying, stamps, etc.) incurred by the President, Vice-President, Secretary, Treasurer and delegates in the performance of their duties, if the APEEE concerned is unable to meet them.

### **2.6 Requests for reimbursement**

- a) Expenses are reimbursed using the form "Décompte de Frais de Mission (Travel claim request)" to be submitted to the local treasurer who will send it to the InterParents treasurer.
- b) These claims can only be made for expenses that are not reimbursed by the BSGCS.
- c) All claims must be sent to the local treasurer within two weeks. The Treasurer will endeavour to forward them within the week.
- d) Only in exceptional circumstances can a claim be accepted after the submission of the financial report for the year concerned.