



InterParents, A.s.b.l.,  
Non-profit association  
Registered office: 23 Boulevard Konrad Adenauer, L-1115 Luxembourg  
RCSL F2179

## **STATUTES**

Articles of Association drawn up by notarial deed at the time of incorporation of the Association in Luxembourg, on 25 September 1953, amended by the general assembly at Luxembourg, on 30 October 1957, 20 February 1959, 24 January 1972, 22 January 1986, 4 February 1987, 20 March 1990, 23 March 1992, 22 January 1996, 31 January 2005, 25 April 2012 and 21 May 2015, 6 June 2018, 25 November 2020, 11 June 2025 and 28 August 2025.

### **Chapter I. Name, Registered Office**

The Association is a non-profit association under Luxembourg law governed by the law of 07 August 2023 and bears the name InterParents.

The Association is established for an unlimited period.

The registered office is established in the commune of Luxembourg City.

### **Chapter II. Purpose**

The aim of InterParents is to enable the parents/legal representatives of all pupils attending the European Schools to be properly represented before the Bureau of Governors (BoG) of the European Schools, the subsidiary committees and the working groups, and to undertake any appropriate initiative to promote this objective, while respecting the specificity of each school.

InterParents is called upon to work for the democratic participation of parents/legal representatives. In order to be able to represent all parents/legal representatives, InterParents must gather the views of parents from all European schools and take into account the specificities of each school. This is why InterParents seeks to ensure that the parents' association of each European school is a member of InterParents and is represented at InterParents meetings. In order to properly carry out the work involved in the above-mentioned task, InterParents must ensure adequate, balanced and effective representation of the parents' associations, taking into account the necessary continuity of the work.

In order to achieve the aim of the association, InterParents representatives read and analyse documents shared by the Bureau of the Secretary General of the European Schools and meet regularly to discuss and prepare the parents' position on issues discussed at the Bureau of Governors (BoG) of the European Schools and its subsidiary committees and working group meetings. The representatives also share the best practices of their associations with regard to the daily school life of the pupils of the European Schools.

### Chapter III. Definitions

The terms used below have the following meaning:

Term	Definition
CS	Bureau of Governors of the European Schools
Committee	Any committee is set up by the BoG
Working group	All ad hoc groups set up by the BoG or by one of the Committees
BSGEE/OSGES	Office of the Secretary General of the European Schools
IP	InterParents
APEEE	Association of parents of pupils of an European School
Member	Association of parents of pupils of an European School
Rules for representation	The rules governing InterParents' representation at Bureau meetings, committees and working groups.
Financial rules	The rules governing the APEEE membership fees and the reimbursement of various expenses incurred by representatives and delegates.
Official representative	Person appointed by an APEEE to represent it at InterParents.
Observer	Person appointed by an APEEE to attend InterParents meetings without the right to vote or speak, unless otherwise decided by the Bureau/Management Committee.
Delegate	Person representing InterParents at meetings of the Bureau, committees and working groups. Delegates are chosen from among the representatives of the APEEEs that are members of InterParents, according to the rules set out in the Rules of Representation.
Bureau / Management Committee	Executive body of InterParents, composed of the President, the Vice-President, the Secretary and/or Co-Secretary and the Treasurer. These terms are used interchangeably in the present statutes. This body is referred to as the Management Committee within the meaning of articles 3(2)(h) and 16 to 21 of the law of 7 August 2023 on non-profit associations.
President	The elected President of InterParents

Vice-President	The elected Vice-President of InterParents
Secretary and/or Co-Secretary	The elected Secretary and/or Co-Secretary of InterParents
Treasurer	Elected Treasurer of InterParents
Proxy	A written proxy (one proxy per APEEE is allowed).
RCS	Registre de Commerces et des Sociétés

#### **Chapter IV. Number of members, entry and exit conditions, composition and representation in InterParents**

4.1 InterParents is an association of APEEEs, which alone may be members, and ensures the coordination of their points of view and representation on the Bureau of Directors, committees and working groups.

4.2 The number of members may not be less than four. Members are exclusively legal entities, i.e. the APEEEs.

4.3 The members of InterParents are the APEEEs who have signed its statutes and who pay their contributions regularly. The Bureau / Management Committee keeps a register of members, updated in accordance with article 12 of the law of 7 August 2023. This register may be kept in electronic form and indicates for each APEEE: the name, legal form, address of the registered office, as well as the RCS number if applicable.

4.4 Each APEEE appoints at least two and up to four official representatives to InterParents, one of whom has voting rights. Each APEEE may also delegate additional observers, without voting rights or the right to intervene, unless otherwise decided by the Bureau / Management Committee.

4.5 Official representatives and observers must be parents of a pupil at a European School and must be members of the APEEE, which appoints them in accordance with its own rules. The exercise of the mandate of official representative is subject to the prior signature of an undertaking of confidentiality.

4.6 An APEEE which does not pay its subscription for more than two years without a valid reason loses its membership of InterParents. This fact will be formally noted at the InterParents meeting following the expiry of this period, in accordance with article 13(3) of the law of 7 August 2023.

4.7 An APEEE may also be excluded if its actions are prejudicial to the interests or honour of the Association or its other members and/or if it does not respect the provisions of the Statutes and the decisions adopted by the General Assembly.

#### **Chapter V. Interparents meetings and representation before the Bureau of Directors and Committees**

5.1 The representatives meet several times a year, as a rule before the meetings of the Bureau of Directors and the various committees.

5.2 InterParents' representation at meetings of the Bureau of Trustees and the committees is laid down in the Rules of Representation.

5.3 The representatives will make known in good time the position of their APEEE on the various problems on the InterParents agenda with a view to adopting a common InterParents position.

5.4 However, for issues that an APEEE considers important, InterParents will ensure that the minority opinion is also presented by its delegates to the BoG or committees.

5.5 For meetings where InterParents can appoint an expert, in addition to the delegates, this expert will be chosen from among the APEEEs having a particular interest in one of the items on the agenda of the meeting.

5.6 For meetings where InterParents has only two delegates, if an APEEE has a particular interest in one of the items on the agenda, this will be the first criterion for choosing the second delegate.

## **Chapter VI. General Assembly**

6.1 The General Assembly is composed of the member APEEEs, each represented by a person designated by it. This person may be an official representative or another proxy expressly appointed by the APEEE to represent it at the General Assembly. The meeting is chaired by the President of InterParents.

6.2 Each APEEE is entitled to one vote and each representative must provide proof of his or her status by means of a proxy, which will be appended to the Minutes. Proxies must be submitted in writing to the President before the meeting for which they are to apply.

6.3 An Ordinary General Assembly is held at least once a year, in person or by videoconference, ideally in February, and no later than six months after the end of the financial year.

6.4 A General Assembly must be convened if at least 1/5 of the members so request.

6.5 The General Assembly must decide on :

- Decisions to amend the Articles of Association ;
- Removal and determination of the number of members of the Executive Committee/Management Committee;
- Exclusion of a member;
- Election of the President, Vice-President, Secretary or Joint Secretary and Treasurer who make up the Bureau/Management Committee;
- Dissolution, merger or transformation;
- Approval of the balance sheet and budget and appointment of an auditor; Setting the membership fee;
- Approval of the annual accounts within six months of the end of the financial year;
- Preparation of annual accounts in accordance with the rules applicable to a small association;
- Filing and publication of the annual accounts with documents within one month of their approval;
- Information that must be included on deeds, invoices, announcements and publications;
- Documents that must be filed and published with the RCS.

6.6 The General Assembly is convened by the President, by post or electronically, with the agenda sent at least 15 days in advance, except in the cases provided for in Chapters X and XI.

6.7 The minutes of the General Assembly are signed by the President and the Secretary and must be initialled by a third representative appointed by the General Assembly. The minutes thus drawn up must be communicated to the representatives and to the Associations.

6.8 The General Assembly may only adopt decisions to amend the Articles of Association, the Representative Rules or the Financial Regulations if 2/3 of the members are present or represented, in accordance with Chapters X and XI.

6.9 With the exception of the cases provided for in the previous article, the General Assembly may validly take decisions if a simple majority of votes is represented. Decisions are taken by a simple majority of the votes present or represented.

## **Chapter VII. The Executive Committee / Management Committee**

7.1 The Association is managed and administered by a Bureau / Management Committee, which is equivalent to the Bureau of Directors provided for by law and is made up of the President, the Vice-President, the Secretary, the Co-Secretary and the Treasurer. The duties of the members of the Bureau/Management Committee are carried out free of charge and on a collegiate basis. The members of the Bureau/Management Committee must be of sufficiently good repute to carry out their duties.

7.2 The Bureau/Management Committee is valid if at least half of its members are present.

7.3 The official representatives of InterParents elect one of their number as President for a period of two years from the date of his or her election. A representative eligible for election as president must fulfil the conditions set out in 4.5 throughout his or her term of office.

7.4 InterParents shall ensure that the Presidentship is held by different APEEEs.

7.5 The president represents InterParents in particular at meetings of the Bureau of Governors and in all circumstances for which no special arrangements have been made; if necessary, he organises the replacement of delegates if they are unable to attend.

7.6 The President convenes the representatives to InterParents meetings by post or electronically at least eight days before the scheduled date, indicating the agenda. He chairs the meetings, except for items on the agenda concerning a committee or working group, for which he passes on the Presidentship to the respective delegate. In the case of educational committees, the most experienced delegate will be chosen.

7.7 Decisions of the Bureau/Management Committee are taken by a majority of the members present.

7.8 In collaboration with the Secretary/Co-secretary, it ensures that decisions are recorded in the register of decisions.

7.9 For payments or transfers of less than €2,500, the signature of a member of the Bureau / For payments or transfers in excess of €2500€ two signatures from among the members of the InterParents Bureau / Management Committee are required.

7.10 A Vice-President, who is not from the same APEEE, is also elected, for a two-year term. He/she must meet the same eligibility requirements as the President and replaces him/her if necessary. To ensure balanced representation, a vice-president should be elected, if possible, from schools with more than 2,000 pupils if the president comes from a school with fewer than 2,000 pupils, and vice versa.

7.11 A secretary and/or co-secretary and a treasurer are also elected, for a two-year term. They must meet the same eligibility requirements as the President.

7.12 The secretary or co-secretary will draw up minutes of each meeting, signed by the President or the secretary or co-secretary, and send them to the representatives and the Associations. He/she shall ensure that information is circulated to the representatives and member Associations.

7.13 The Treasurer shall perform his duties in accordance with the Financial Regulations and in compliance with Article 7.

7.14 Once a year, the treasurer presents the balance sheet for the previous year and proposes a budget for the following year. The treasurer is discharged and the balance sheet and budget are approved by the General Assembly.

7.15 The above elections will take place during the first meeting of the calendar year. In order to ensure continuity of work, the President and Vice-President should not, as far as possible, be elected at the same time.

7.16 The President may stand for re-election only once consecutively. There is no limit to the re-election of the Vice-President, Secretary or Joint Secretary and Treasurer.

7.17 If, during his term of office, a President, Vice-President, Secretary, Joint Secretary and Treasurer or Delegate no longer fulfils the conditions of Article 4.5, he may, at the request of a qualified majority of two-thirds of the votes of the Representatives, and with the approval of his APEEE, continue to exercise his functions until the end of the next BoG meeting.

7.18 With the exception of cases authorised by the Articles of Association, the Bureau/Management Committee may not take legal or other action without the authorisation or consensus of the General Assembly.

## **Chapter VIII. Financial decisions**

8.1 Financial decisions, including approval of the budget, subscriptions and accounts, are taken in accordance with the arrangements set out in Article 6.9. In accordance with Article 6.2, each APEEE may be represented by proxy.

8.2 The annual accounts are approved by the General Assembly within six months of the end of the financial year, in accordance with article 22 of the law of 7 August 2023 on non-profit-making associations.

8.3 The accounts are filed with the RCS within one month of their approval.

## **Chapter IX. Contributions**

9.1 To enable InterParents to carry out its work, the APEEEs pay contributions to it. The amount of the contributions paid by an APEEE is calculated according to InterParents' budgetary requirements. The amount per pupil is decided at the General Assembly, in accordance with the financial regulations. The annual contribution will not exceed 2 Euros per pupil.

9.2 The Treasurer and the President are authorised to accept, on a provisional or definitive basis, gifts made to the Association and to carry out the formalities necessary for their acquisition.

## **Chapter X. Entry into force and amendments**

10.1 The Statutes of InterParents and its Regulations will come into force as soon as they are approved by the General Assembly.

10.2 It can be decided to modify the Statutes of InterParents or one of its Regulations by a majority of two thirds of the votes of all the member APEEEs. A proposal to modify the Statutes or its Regulations can be requested by any APEEE or the Bureau/Management Committee of InterParents. This APEEE or the Bureau/Management Committee of InterParents must communicate it in writing to all APEEEs at least six weeks before the date of the General Assembly at which the discussion of the modification is to take place. The General Assemblies called for the modification of the statutes or dissolution have a delay of at least 15 days between a first and a second assembly.

## **Chapter XI. Dissolution, merger or transformation**

11.1 InterParents may be dissolved by a decision of the General Assembly taken by a qualified majority of two thirds of the votes of all the member APEEEs.

11.2 Any notice convening a General Assembly for the purpose of requesting the dissolution, merger or transformation of the Association must be sent to all APEEEs no later than six (6) weeks before the date of the General Assembly.

11.3 In the event of dissolution, the General Assembly shall decide on the allocation of any liquidation surplus in accordance with the provisions of the law of 07 August 2023 on non-profit associations and foundations.

11.4 In the event of a merger or transformation, the General Assembly decides on the transfer of InterParents' rights and obligations to the beneficiary association, in accordance with the provisions of the law of 07 August 2023 on non-profit associations and foundations.