



Statute of the Pupils' Committee of the European School Frankfurt

As of the school year 2023/2024

Preamble

The Pupils' Committee seeks to represent the interests of the students of the European School whilst operating in accordance with the aims of the European Schools as expressed in the words of Jean Monnet in 1953: "Educated side by side, untroubled from infancy by divisive prejudices, acquainted with all that is great and good in the different cultures, it will be borne in upon them as they mature that they belong together. Without ceasing to look to their own lands with love and pride, they will become in mind Europeans, schooled and ready to complete and consolidate the work of their fathers before them, to bring into being a united and thriving Europe."

Chapter 1: The Pupils' Committee Statutes

Article 1.1:

The Pupils' Committee Statutes are the basic rules for all members of the Pupils' Committee, which they must abide by, otherwise they may be sanctioned or relieved of their duty (see Chapter 6).

Article 1.2:

All members of the Pupils' Committee must have read the statutes and, by signing them, agreed to follow them. If a member refuses to sign the Statutes, they may not be part of the Pupils' Committee. All members must possess at least an electronic copy of the Statutes.

Article 1.3:

The Statutes must be made publicly available to the students, should they wish to read them.

Article 1.4:

If the Pupils' Committee Statutes are edited, they must be approved by the current Pupils' Committee and the Direction. All members of the Pupils' Committee must sign them, and they shall enter into force immediately, unless another date is specified. The new Statutes must be archived and published online.

Chapter 2: The Committee's Aims

Article 2.1:

In accordance with the Convention of 1994 defining the Statutes of the European Schools and the General Rules of the European Schools, the Pupils' Committee represents all of the pupils of its school. The Pupils' Committee is a non-profit, democratically elected, independent organisation that is recognized by the school community and the different official bodies of the European Schools.

Article 2.2:

The Pupils' Committee is obliged:

- A. To represent and defend the interests, claims and point of view of the students of all the classes and sections of the secondary cycle of the European School
- B. To play an active role in the school life of students and undertake action with the aim of solving their problems
- C. To inform the School Direction of the ideas and suggestions of the students

- D. To work closely with CoSup (though this does not mean that the decisions of CoSup cannot be debated or that complaints cannot be made to CoSup about these decisions)
- E. To liaise with the Parents' Association, the School Direction, the Staff Representatives, and the other European Schools (through CoSup)
- F. To participate fully in the meetings organised by the school authorities, the parents, and the teachers, wherever the interests of the students are concerned

Article 2.3:

The Pupils' Committee primarily represents the students of the secondary cycle and as such it need not actively strive to help the students of the primary cycle. However, neither should it ignore their interests – if an opportunity to help the primary students arises, it should be taken.

Chapter 3: The Pupils' Committee Members

Article 3.1:

The Pupils' Committee is composed of members, who are students from the secondary cycle of the school in **S4 or above**, but some specific roles may impose additional requirements. Each member shall have a single, defined role in the Pupils' Committee, however, a member may have multiple roles. The Pupils' Committee must include, but isn't limited, to the following roles:

A. President:

- a. A pupil, in S6 or above on the day of the election, that is elected democratically by all the secondary school students.
- b. The executive of the Pupils' Committee. They oversee and steer the work of the Pupils' Committee. Although they have individual authority over every member, they are still subordinate to the Committee as a whole. The president is responsible for determining and steering the policies of the Pupils' Committee. Together with the Vice-President, they form the Presidency.
- c. The term of office for the president is one school year. This period can be extended if they are re-elected.

B. Vice-President:

- a. A pupil, in S5 or above on the day of the election, that is elected democratically by all the secondary school students.
- b. Assists and works together with the President. They attend meetings and organise projects together. The vice-president provides administrative aid and support to the president. Together with the President, they form the Presidency.
- c. The term of office for the vice-president is one school year. This period can be extended if they are re-elected.

C. Secretary:

assists the Presidency with the organisation of the Pupils' Committee. For example, they may write the meeting minutes during Pupils' Committee meetings and perform other tasks to ease the Presidency's workload. They may also act as a replacement should a member of the Presidency be unable to attend an important meeting.

D. Two Treasurers:

- a. Oversees the Pupils' Committee's finances (See Chapter 5). **Only the Treasurers and the Presidency may have direct access to the Pupils' Committee Safe for security reasons!**
- b. Responsible for the transparent financial handling of the income and expenses of the Pupils' Committee
- c. At least one treasurer must be present at each PC meeting.

E. Two CoSup Representatives:

- a. In S5 or above and at least 15 years of age at the date of the first CoSup meeting. To ensure continuity at least one of the representatives must be in S5 or S6. Should two representatives be in S7, this must be approved by the Presidency.
- b. Must attend every CoSup meeting, where they defend and represent the interest of the European School Frankfurt's Pupils' Committee during the CoSup meetings.
- c. In case of replace, the PC elects the replacing CoSup officer.

F. Two IT Representatives: in charge of handling the Pupils' Committee's IT needs. This may include, but is not limited to: overseeing the Pupils' Committee Website and taking care of the Committee's laptops provided by the parents' association.

G. Three Events Representatives: represent the members of the Leisure Committee, one of the Internal Committees. With their members they plan and organize events (e.g. Parties, Sports Competitions, School Dress-ups, etc.) for the student body, to boost student morale and unity. May organise events as a source of revenue for the PC, but as stated in Article 2.1 the PC should aim to be non-profit: money raised must be used for other projects that benefit the students.

H. Two Public Relations & Design Representatives: represent the members of the Public Relations & Design Committee, an internal committee Pupils' Committee. With the help of their committee, they manage the School's Instagram account, create and hang up posters, etc. in order to inform and update students, teachers and parents about the Pupils' Committee projects and decisions. Should act as the link between the PC and students. **Only the PR Representatives and the Presidency may have direct access to the Social Media accounts for security reasons!**

I. Two Green Representatives: Represent the members of the Green Committee, one of the PC's subcommittees. Together with their committee, they organise events and projects concerning sustainability (e.g. school clean-ups). They ensure the school is being as sustainable as can be.

J. Three Council Representatives: Support the presidency and represent the Pupil's Committee by attending certain school meetings, such as the Canteen Committee or Library Committee. They can be deployed in whatever facility is necessary and convenient to the Committee given the current situation.

Article 3.2:

The chain of authority of the Pupils' Committee is as follows: President > Vice-President > all other members. All votes of the Committee require the involvement of at least one of the members of the Presidency to be considered valid, hence a vote may not be held without at least one of them present. When a vote concerns only a specific subcommittee, the vote can be considered valid if the Representative of the Subcommittee is present. In case of a tie in voting, the vote of the highest-ranked present member above is decisive.

Article 3.3:

The Pupils' Committee members are obliged:

- A. To attend all meetings which their position requires them to:
 - a. The Presidency, as Student Representatives, must attend certain school meetings, such as the Administrative Board, School Advisory Council (SAC), Educational Council, Canteen Committee, Library Committee, etc. They must additionally represent the European School of Frankfurt at certain meetings organised by CoSup, such as the Council of the 14 Presidencies (COT14P).
 - b. Members of the Pupils' Committee are required to attend all Committee meetings organised by the Presidency. If a member misses three meetings without a valid excuse, which a majority of the Committee agrees to (e.g., doctor's note, school trip, exam period, etc.), a motion of no confidence is automatically put forward (see chapter 6).
 - c. Representatives of an Internal Committee (e.g., Leisure Committee, Green Committee, etc.) must also attend their respective Subcommittee meetings. If a representative misses five such meetings without a valid excuse, a motion of no confidence is automatically put forward (see chapter 6).
 - d. CoSup Representatives must attend every CoSup Meeting. Should a representative be unable to attend a meeting, an excuse must be sent to the CoSup presidency along with a temporary replacement designated for the duration of said meeting with the full rights and duties of the absent PC representative.
- B. To be respectful to the other members. Directly insulting or being disrespectful to another member is not acceptable. Members who do this may face sanctions (see chapter 6).
- C. To put their personal interests behind the interests of the students. Members of the PC that abuse their position and power may face sanctions (see chapter 6).
- D. To participate in the Committee's work as much as possible.
- E. To keep in mind that they are still students, and to not jeopardise their studies for the Committee.

Article 3.4:

Members of the Pupils' Committee may resign at any time from their position, should they wish to do so. If the member who resigned was the President, the Vice-President shall take over their functions until a replacement is elected. Otherwise, the Pupils' Committee may decide whether a replacement is necessary or not, and act accordingly. The Pupils' Committee may also decide to run an election to replace the member who resigned, complying with Section 4.4.

Chapter 4: The Election Process of the Class Representatives, Pupils' Committee, President and Vice-President

Section 4.1: The Electoral Board

Article 4.1.1:

At the end of every school year, the Pupils' Committee elects an Electoral Board, which is composed of Pupils' Committee members who will remain in school the following year (S6 or below). There shall be at least three people on the Board, however there may be up to five if the PC believes it is necessary. The Board's job is to smoothly run the elections the next year and to help the transition between the two Committees.

Article 4.1.2:

The Electoral Board shall have a Chairperson, who oversees its operation. By default, the President should take over this position, but, if necessary, the members may decide among themselves who the Chairperson shall be.

Article 4.1.3:

The Pupils' Committee ceases to exist on the day that the school year finishes. From this point on, until the elections of the next Committee, the Electoral Board takes on the Committee's responsibilities. This includes attending meetings which the Presidency would usually attend (e.g. Administrative Board), in the beginning of the next school year.

Article 4.1.4:

If the Electoral Board cannot or does not do its job, the school direction has the right to dissolve it and form an Emergency Electoral Board.

Article 4.1.5:

Once the elections are completed (for both the Presidency and the Pupils' Committee), the Electoral Board is dismantled.

Section 4.2: The Class Representatives

Chapter 1, Article 1 of the "Election Procedures of the Pupils' Representatives within the European School System" document, as approved by the European Schools' Board of Governors, outlines the definitions and aims of the Class Representatives:

- A. The class representative represents his/her class and is an important communication link between his/her class and the Pupils' Committee.
- B. The class representative is a pupil democratically elected by his/her class.
- C. A class deputy, who is also democratically elected by the class, assists the class representative and represents him/her in case of his/her absence.

Article 4.2.1:

Over the first week of school every year, each class elects their Class Representative and Class Deputy democratically.

Article 4.2.2:

Once each class has elected their Class Representatives, either they or the class teacher must inform their year group's counsellor of their names and email addresses, who will pass this on to the Electoral Board.

Article 4.2.3:

If a class has not elected their representatives by the end of the first week of school or have not informed their year group's counsellor of who they are, the counsellor must remind the class teacher to elect the representatives as soon as possible, otherwise the entire election process will be delayed.

Article 4.2.4:

The Class Representatives are the link between their class and the Electoral Board, and the Pupils' Committee, once elected.

Article 4.2.5:

Both Class Representatives and their deputies must attend meetings organised by the Electoral Board and the Pupils' Committee. They may miss a meeting with a valid excuse (e.g. due to a test, a school trip, being absent from school, etc.).

Article 4.2.6:

If a Class Representative or Class Deputy misses three meetings without a valid reason they may be dismissed. If the Class Representative is removed the Deputy takes over their position and the class must elect a new Class Deputy. If the Class Deputy is dismissed the class elects a new Class Deputy

Section 4.3: The President and Vice President of the Pupils' Committee

Article 4.3.1:

The election procedure is managed by the Electoral Board

Article 4.3.2:

The Presidency elections shall be organised as follows:

1. In the first two weeks of school, students in S6 or above may candidate themselves to become President of the Pupil's Committee. Students in S5 or above may candidate themselves to become Vice-President.
2. Candidates must inform the Electoral Board and the Direction of their candidacy, however, note that a limit may be imposed to how many candidates can run. Additionally, any candidates who run for the position of President may also run for Vice President, but must inform the Electoral Board and Direction when handing in their application.
3. Candidates will prepare their campaign: this may include posters and any other form of campaigning (with the approval from the Direction).
4. Candidates will prepare a presentation or video that will be presented to the whole school (the Electoral Board and Direction will decide on the medium).
5. After every student has watched the presentation or video, they receive a voting ballot.
6. Students return to their classrooms with their Class Teacher. There they must anonymously vote for a President, and a Vice President separately (if a Candidate is running for both positions Students may vote for the same person twice).
7. The Class Teacher collects the ballots and gives them to an educational advisor. The votes are then counted by the Electoral Board, and the winners (see point 8) are informed.
8. The candidate with the highest number of votes for President will become President of the PC, and the candidate with the most votes for Vice President will become Vice President of the PC accordingly. In the case of a tie for the position of President, elections must be held again between the tied Candidates. In the case of a tie for the position of Vice President two Vice Presidents are elected (in the case of a three way tie elections are held again between the tied Candidates). If a Candidate applied for both President and Vice President, and won both elections, they become President and the next Candidate for Vice President with the greatest number of votes will become Vice President.

Section 4.4: The Pupils' Committee

The Pupils' Committee Election Guidelines, as outlined in Chapter 2, Article 5 of the "Election Procedures of the Pupils' Representatives within the European School System" document, as approved by the European Schools' Board of Governors, are as follows:

- A. Any pupil of the secondary school cycle in S4 or above may propose him/herself as a candidate to enter the PC.
- B. An assembly of the Class Representatives chaired by the chairperson of the Electoral Board shall vote for the PC members.
- C. The Electoral Board is free to choose the election method as long as it remains fair for every candidate and gives a chance to everyone who applies.

Article 4.4.1:

The Pupils committee elections shall be organised as follows:

1. The electoral board is responsible for organising the Pupils' Committee election.
2. They will determine a deadline for the applications. After this deadline, no applications may be accepted. Applications must conform with the requirements (e.g. age, school year) required by each role (See Article 3.1).
3. The Electoral Board will advertise the elections as widely as possible. This includes posters, online messages (e.g. social media, email, website, Microsoft Teams, etc.), as well as informing the Class Representatives of the voting assembly.
4. An assembly of the Class Representatives, chaired by the Chairperson of the EB, shall be organized. To ensure a fair chance for all candidates, preferably no school trips or tests should be held during the election period, which may not last for longer than the first three weeks of school.
5. At the assembly, each candidate must present themselves briefly to the voters. The Electoral Board is free to set rules for this (a time limit, for example), as long as it is fair for everyone.
6. All Class Representatives must vote on the candidates for each of the separate roles individually. Note that more than $\frac{2}{3}$ of the Class Representatives must be present for the vote to be valid.
7. After the election, the votes must be counted, and the winners must be informed as soon as possible.

Article 4.4.2:

In case elections must be held in the course of the year, after the Electoral Board has been dismantled, they must follow the rules stated in Article 4.4.1, but must now instead be organized by the Pupils' Committee. Additionally, all members of the Pupils' Committee must be informed that new members are being elected.

Chapter 5: Financial Matters in the PC

Article 5.1:

The Pupils' Committee stores all of its financial assets in a safe.

Article 5.2:

It is further stipulated that the Treasurer of the Pupils' Committee must keep an accounting document (i.e. a balance sheet/book) detailing all operations concerning the assets of the Committee, and that this document must be available upon request.

Article 5.3:

All reimbursements can only be processed with a physical or digital receipt. The treasury should report expenses at each meeting.

Article 5.4:

Payments under EUR 40.00 can be approved by both treasurers **or** the Presidency. Payments over EUR 40.00 must be approved by the Presidency **and** a treasurer.

Chapter 6: Sanctions and no Confidence

Article 6.1:

If any member of the Committee feels they have been disrespected by another member, they may inform the President. If the President agrees, they can give an official written warning (e.g., per e-mail, meeting minutes) to the offending member. After three warnings, that member automatically goes through the no confidence procedure in Article 6.2. After four warnings, they are removed from their position. However, the President's decision may be overridden by a $\frac{2}{3}$ majority vote of the Committee, whether that is to rescind a warning or to give one even if the President disagrees.

Article 6.2A:

At any point, a member may propose a motion of no confidence against any other member. To do so, they must inform the President, who will inform the rest of the Committee. At the next meeting, the accused member will have a chance to defend themselves. Then a vote will be held on whether they keep their position. The vote will be secret and organised by the President. If a $\frac{2}{3}$ majority votes against the member, they are immediately dismissed and are no longer a member of the Committee, nor can they apply for other positions within the Committee. The Committee must then decide on whether a new election must be held to find a replacement for the position, which shall follow the steps outlined in Section 4.4. This does not apply to the President or the Vice-President (see below).

Article 6.2B:

At any point, a member may propose a motion of no confidence against the Vice-President. However, this vote will need the approval of the school's Director or Deputy Director, or the President. To do so, they must inform the President, who will inform the rest of the Committee. At the next meeting, the Vice President will have a chance to defend themselves. Then a vote will be held on whether they keep their position. The vote will be secret and organised by the President. If a $\frac{2}{3}$ majority votes against the Vice-President, they are immediately fired and are no longer a member of the Committee.

Article 6.2C:

At any point, a member may propose a motion of no confidence against the President. However, this vote will need the approval of the school's Director or Deputy Director. To do so, they must inform the Vice-President, who will inform the Director or Deputy Director, and the rest of the Committee. At the next meeting, the President will have a chance to defend themselves. Then a vote will be held on whether they keep their position. The vote will be secret and organised by the Vice-President. If a $\frac{2}{3}$ majority votes against the President, they are immediately dismissed from their position and the Vice President becomes President.

Article 6.3:

If the President or Vice President is dismissed the remaining member of the presidency can give emergency powers to a member of the PC to be the Vice President until a replacement is elected. Elections must then be organised again (see Section 4.2); however, the PC organises them instead of an Electoral Board.

Signature of President

Darius Steen

Vice-President

Anna McPhilemy

Director

Ferdinand Patscheider

Deputy Director

Alexandra Werani