

# **INTERNAL REGULATIONS OF ASSOCIAÇÃO APRENDIZES DA TERRA**

## **Article 1 – Purpose**

These regulations define the internal functioning, governance, and operational procedures of the association and complement its statutes. They are designed to ensure transparency, accountability, and consistency in decision-making, as well as in the management of the association's activities and resources. These regulations provide clear guidelines for the roles, responsibilities, and rights of members, staff, and governing bodies. The association is committed to full compliance with applicable laws, including those governing associations, education, and any other relevant legislation in Portugal, to ensure lawful operation and the protection of its members' rights.

## **Article 2 – Categories of Membership**

The Association admits different categories of membership, according to its needs and objectives. The categories of members include:

- 1) **Active Members:**  
Individuals who actively participate in the Association's activities and events, hold voting rights in the General Assembly, and may be elected to serve on the governing bodies.
- 2) **Supporting Members:**  
Individuals who support the Association's mission and activities, may participate in events open to non-enrolled members and receive updates, but do not have voting rights in the General Assembly and do not automatically have the right to enroll in the Association's internal activities or projects.
- 3) **Founding Members:**  
Individuals who took part in establishing the Association and, as such, may have additional rights. The founding members of the Association are listed in Annex I to these Internal Regulations.

The specific categories of members, together with their rights and duties, are further defined in Article 4.

## **Article 3 – Membership Admission**

- 1) **Application:**  
Any person wishing to join the Association must submit an application in writing or through an online form, providing the required personal details and agreeing to

comply with the Statutes, Internal Regulations and any other rules, policies, or handbooks adopted by the Association.

2) **Decision:**

The Board of Directors shall decide on the admission of new members by simple majority. The Board may accept or reject applications, and in the case of rejection shall provide justification to the applicant.

3) **Categories of Membership:**

Admission may be granted under the membership categories defined in Article 2 (e.g., active, honorary, or founding members). The rights and duties of each category shall apply from the date of admission.

4) **Rights in Force:**

Membership rights, including the right to vote and to participate fully in the Association's activities, depending on their Membership category, shall only become effective upon payment of the first membership fee.

5) **Appeal:**

Applicants whose admission has been rejected may appeal the decision to the General Assembly, whose ruling is final.

## **Article 4 – Rights and Duties of Members**

1) **Active Members:**

a) **Rights:**

- Enroll in the Association's activities, according to the selected participation option and the corresponding annual or monthly activity fee as set in the price list.
- Participate in the General Assembly and vote on resolutions.
- Access the Association's financial and operational reports.
- Support the mission and objectives of the Association.

b) **Duties:**

- Pay the annual membership fee and the applicable annual or monthly activity fee, according to the selected participation option as specified in the price list.
- Comply with the Statutes, Internal Regulations, Policies and decisions of the Association's governing bodies.
- Contribute positively to the community and support the educational philosophy of the Association.

2) **Supporting Members:**

a) **Rights:**

- Participate in events or activities organized for non-enrolled members, where applicable.

- Receive general updates or newsletters about the Association's activities.
- Support the mission and objectives of the Association.

b) Duties:

- Pay the minimum annual membership fee as set in the pricing list, or more if chosen by the member.
- Comply with the Statutes, Internal Regulations, Policies and decisions of the Association's governing bodies.
- Contribute positively to the community and support the philosophy and operations of the Association.

c) Restrictions:

- Supporting members do not have the automatic right to enroll in the Association's activities and projects. See Article 6 for relevant regulations.

### 3) **Founding Members:**

a) Rights:

- Founding members are exempt from paying the minimum annual membership fee, though they may contribute voluntarily.
- Enroll in the Association's activities, according to the chosen enrollment option. Founding Members may be exempt from the annual or monthly activity fees if the Association's financial situation permits, as determined by the Board of Directors.
- Participate in the General Assembly and vote on resolutions.
- Access the Association's financial and operational reports.
- Support the mission and objectives of the Association.

b) Duties:

- Comply with the Statutes, Internal Regulations, Policies and decisions of the Association's governing bodies.
- Contribute positively to the community and support the philosophy and operations of the Association.

## **Article 5 – Termination of Membership**

### **1) Voluntary Withdrawal**

a) Request:

Any member may voluntarily withdraw from the Association by submitting a written request to the Board of Directors.

b) Financial Obligations:

- Active Members: Members actively participating in the Association's educational activities remain responsible for paying the annual membership fee and the

applicable annual or monthly activity fees corresponding to the period of enrollment already agreed upon.

- Supporting Members: Members who do not enroll in activities remain responsible for paying the minimum annual membership fee, or any other contributions previously agreed upon.
- c) **Exceptional Circumstances:**  
In cases of exceptional circumstances, such as relocation, serious illness, or death, the Board may evaluate the situation individually and, if justified, reduce, extend, or cancel financial obligations. Appropriate documentation (e.g., medical certificates, proof of relocation) must be provided.
- d) **Communication:**  
Any modifications to financial obligations will be determined by the Board and communicated to the member in writing.
- e) **Non-Refund of Fees:**  
Unless otherwise agreed under exceptional circumstances, fees already paid will not be refunded.

## **2) Exclusion of Members**

A member may be excluded by decision of the Board of Directors, with the right to appeal to the General Assembly, in the following cases:

- a) **Repeated Failure to Fulfill Financial Obligations:**
  - If a member fails to pay the annual membership fee or other agreed contributions within 30 days of the due date, the Board will issue a written notice.
  - An administrative fee of €20 will be applied to cover processing costs.
  - If payment is not made within an additional 15 days, the Board may decide to exclude the member from the Association.
- b) **Behavior Harmful to the Association:**  
Any behavior by a member that is detrimental to the mission, values, or reputation of the Association.
- c) **Non-Compliance with Statutes and Internal Regulations:**  
Any violation of the Association's Statutes, Internal Regulations, or applicable policies, including rules specific to educational activities for Active Members.

## **Article 6 – Enrollment in the Association’s Activities**

- 1) Families may join the association as supporters without enrolling in any offered activities. However, if a family chooses to enroll in one of the activities carried out by the association, enrollment is subject to space availability and requires a minimum commitment, depending on the activity.
- 2) Priority for enrollment will be given to families based on the following criteria:
  - a) Longest membership with the association (active or supporting).
  - b) Families that have participated in a test day or week.
  - c) The order in which the enrollment application is received.
- 3) Regulations related to the specific activities will be outlined in separate Handbooks, which families with enrolled children are expected to follow.
- 4) A separate price list for enrollment and membership fees will be established by the Board of Directors and is subject to approval by the General Assembly. Any amendments to the price list will follow the same procedure for approval by the General Assembly.
- 5) Excursions or special activities may incur additional fees to cover associated costs, and these will be communicated in advance.

## **Article 7 – Pricing and Financial Assistance**

The association establishes the fees for both Long-Term and Flexible Enrollment, which are detailed in the price list. This list includes specific amounts for enrollment, tuition, and monthly fees, as well as any applicable sibling discounts and financial assistance options.

- 1) Financial Assistance for Families Facing Hardship:

To ensure equitable access to educational opportunities, the association offers financial assistance or discounts to families facing financial hardship. The available assistance is structured based on financial need and is subject to the following:

  - a) Eligibility: Families experiencing financial hardship may apply for financial assistance.
  - b) Application Process: Families must submit an application along with supporting documentation (e.g. income statements, proof of hardship) for review by the Board of Directors.
  - c) Discount Structure: Details on the financial assistance options available will be established in the separate price list.
- 2) Review and Updates:

The price list, including financial assistance options, is reviewed and updated annually by the Board of Directors and approved by the General Assembly. For the most up-to-date information, please refer to the current price list.

## **Article 8 – Conduct and Community Ethos**

The association promotes good relations among members, staff, parents, and children. Bullying, harassment, victimization, and discrimination are not tolerated. Enrolled children are expected to:

- 1) Engage actively and respectfully in activities.
- 2) Interact kindly with others and resolve conflicts civilly.
- 3) Be open to interacting with different age groups and trying new experiences.
- 4) Report inappropriate behavior to staff.
- 5) Refrain from violence or threats.
- 6) Care for association property and others' belongings.
- 7) Be kind towards animals and plants

In the event that a child repeatedly disrespects the community's values and guidelines, including bullying, aggression, or significant disruption, the association reserves the right to terminate their enrollment after a review process. This will include meetings with parents, teachers, and the director board, and a decision may be made to temporarily suspend or permanently terminate the child's enrollment if the issues persist.

## **Article 9 – Educational Activities involving Tutoring**

For the educational activities involving tutoring for homeschooled children, the following applies:

- 1) Children should bring their own learning materials, books, and—if needed—a tablet or laptop with parental permissions set for educational use. Learning goals should be clear either to the children or to tutors, e.g., through notes or Post-Its prepared by parents.
- 2) Devices may only be used for educational purposes; video games or social media are not permitted unless explicitly approved. When not in use for learning, devices must be stored in designated areas.
- 3) Role of Tutors:  
Tutors play a supportive role in the child's learning journey by guiding self-directed learning.
  - a) Their role includes:
    - Guiding Self-Directed Learning: Tutors help children take ownership of their learning process, encouraging independence and curiosity while offering guidance when necessary.
    - Assisting with Homeschooling Curriculum: Tutors provide support in navigating the homeschooling curriculum, offering suggestions and strategies for parents and helping with the adaptation of materials to suit the child's learning style.

- Facilitating Communication Between Parents and the Association: Tutors serve as a communication bridge between parents and the association, providing regular feedback, insights, and recommendations to improve the child's educational experience.
- Monitoring Progress and Wellbeing: Tutors observe the child's academic progress and emotional wellbeing, offering guidance or intervention when necessary and ensuring the child's overall development.

b) However, the tutors are not responsible for:

- Maintaining the child's motivation.
- Ensuring the achievement of specific educational goals.
- Meeting formal educational requirements.

4) Family Responsibilities - Parents or legal guardians are fully responsible for:

- a) The completion of the child's curriculum at home.
- b) Ensuring compliance with all legal aspects of homeschooling, including but not limited to government filings, mandatory assessments, progress reports.

## **Article 10 – Meals and Personal Property**

- 1) Families are responsible for providing properly packed lunches and snacks for educational activities that last several hours or extend into lunchtime.
- 2) The Association shall not be liable for any loss, theft, or damage to personal belongings during Association activities or on Association premises. All personal items, including electronic devices, must be clearly labeled with the child's name.

## **Article 11 – Hiring, Compensation, and Staff Management**

The association may engage full-time, part-time, or freelance staff, as well as volunteers, to support its activities and operations. Hiring, payment, evaluation, and termination will follow the procedures set out below.

1) Hiring Process:

a) Freelance Staff:

Freelance staff will be engaged on a contract basis, with payments determined by the Director Board. The freelance staff' roles are typically project-based or temporary.

b) Full-Time and Part-Time Staff:

The association may hire full-time or part-time staff depending on the operational needs. The recruitment process for full-time or part-time staff will involve the same selection procedure as freelance staff, but with a more permanent commitment.

c) Recruitment Procedure:

All candidates, whether for freelance or permanent positions, must undergo a formal recruitment process that includes submitting an application, undergoing interviews, and providing relevant qualifications.

d) The Director Board, in collaboration with relevant Committees, will evaluate and approve all hiring decisions, ensuring that the staff aligns with the association's philosophy and operational needs.

2) Payment for Freelance Tutors and Permanent Staff:

a) Freelance Staff:

Payments for freelance staff will be based on the agreed-upon terms outlined in a contract, and rates will be periodically reviewed by the Director Board.

b) Full-Time and Part-Time Staff:

Compensation for full-time or part-time staff will be established according to the staff's role, qualifications, and the association's budget. The Director Board will determine staff compensation, including salaries, benefits (if any), and other relevant employment terms.

3) Evaluation of Performance:

a) All staff (freelance or permanent) will undergo regular performance evaluations to assess their alignment with the association's philosophy, professional development, and overall effectiveness in their role.

b) These evaluations will be conducted collaboratively by the Director Board and relevant Committees, with input from staff, parents, and enrolled children.

4) Termination of Employment or Contracts:

a) The Director Board reserves the right to terminate agreements with staff (freelance or permanent) who fail to meet the association's standards or who no longer align with the association's philosophy.

b) Termination will be conducted following a fair and transparent process, including prior warnings, performance evaluations, and consultations with the relevant staff member.

c) The Director Board will provide an explanation for the termination.

d) General Assembly may be informed of significant staff-related decisions, particularly those that could impact the direction or philosophy of the association.

## **Article 12 – Use of Rental Spaces and Infrastructure**

The association may rent or use external spaces for its activities, events, workshops, or other purposes. To ensure the appropriate use and upkeep of these spaces, the following procedures and guidelines will apply:

1) Approval of Rentals and Infrastructure Improvements:



- a) **Rental of Spaces:** Any external space or venue rental must be approved by the Director Board. This includes spaces for workshops, excursions, events, and any other association-related activities.
- b) **Infrastructure Improvements:** If any modifications, improvements, or changes to the rented space or infrastructure are necessary, these must also be approved by the Director Board together with the Infrastructure, Inventory, and Sustainability Committee. This may include alterations, installations, or upgrades to meet the needs of the association's activities. All proposals for such improvements will be reviewed, and a formal approval process must be followed.

2) **Respect and Maintenance of Spaces:**

- a) **Member Responsibility:** Members must respect the spaces and facilities used by the association, whether rented or owned. This includes adhering to all rules, guidelines, and regulations set by the property owner or lessor.
- b) **Maintenance Contribution:** Members are encouraged to contribute to the maintenance and upkeep of the rented spaces. This may include volunteer work for cleaning, organizing events, or minor repairs as needed. Specific responsibilities may be outlined in separate agreements or guidelines for each rented space, done by the Infrastructure, Inventory, and Sustainability Committee. The maintenance activities for the space should be scheduled outside of operational hours to avoid interrupting the associations activities.

3) **Damage to Rented Spaces or Infrastructure:**

- a) **Financial Responsibility:** Members who cause damage to rented spaces or any associated infrastructure (including furniture, equipment, or facilities) will be held financially responsible for the cost of repairs or replacement. The Infrastructure, Inventory, and Sustainability Committee will assess the extent of the damage and determine the financial responsibility of the member(s) involved.
- b) **Assessment and Determination of Responsibility:** In the event of damage, the Infrastructure, Inventory, and Sustainability Committee will conduct an investigation to determine the cause, the responsible parties, and the necessary repairs or replacements. The Director Board will also review any insurance coverage that may apply, if applicable.
- c) **Notification and Payment:** If a member is found responsible for damage, they will be notified in writing of the assessment and the cost of repairs or replacements. Payment for damages will be expected promptly, and failure to comply may result in further action as determined by the Director Board. If the damage is severe or poses a safety concern, the Director Board may take immediate action to suspend the member's access to rented spaces or association activities until the issue is resolved.

#### 4) Insurance and Liability:

- a) The association may maintain insurance to cover liability for damage to rented spaces and other infrastructure, depending on the terms of the rental agreements. Any damage caused by a member or visitor will be evaluated in light of this insurance, and members may be required to contribute to deductibles or repair costs if the insurance does not fully cover the expenses.
- b) Members are encouraged to check whether personal or additional insurance coverage is necessary for their activities or participation in events involving rented spaces.

#### 5) Space Use Guidelines:

- a) For each rented space, the Health, Safety, and Wellbeing Committee together with the Infrastructure, Inventory, and Sustainability Committee will outline specific guidelines regarding the use, care, and cleaning of the space. These guidelines will be provided to all members using the space and must be followed to ensure the continued relationship with property owners and to maintain a clean and safe environment for all.
- b) These guidelines will also cover the appropriate use of facilities (e.g., restrooms, kitchens, learning areas) and address any restrictions on the use of certain equipment or spaces.

### **Article 13 – Inventory and Equipment**

Any materials, books, infrastructure and equipment purchased by the association remain the property of the association. Members and staff must take care of shared resources and report any damages or losses. The Infrastructure, Inventory, and Sustainability Committee will establish guidelines for borrowing or using equipment outside of regular activities.

### **Article 14 – Safety, Liability, and Natural Environment**

- 1) The association may operate in nature or on farms with plants, animals, and natural terrain. Members and their children must:
  - a) Follow safety and best-practice guidelines when interacting with animals and plants.
  - b) Wear appropriate clothing and footwear for outdoor activities.
- 2) While the association and the Health, Safety, and Wellbeing Committee take reasonable precautions to ensure safety, members acknowledge and accept:
  - a) The inherent risks of farm life and being in nature, including but not limited to adverse weather, minor injuries, insect bites, or allergic reactions.

- b) The need to inform the association of any allergies, medical conditions, or special requirements, by submitting relevant documentation (e.g., medical forms) prior to enrollment or as soon as such conditions arise.
- c) The association is not liable for accidents or injuries that occur during association hours, except in cases of gross negligence.

## **Article 15 – Committees**

The association establishes committees to support its operations and decision-making processes. These committees will be formed to address specific areas of focus and are expected to operate under the guidelines set by the Board of Directors. Each committee has a defined structure, with clear roles and responsibilities, and will report back to the Board regularly.

Each committee member should expect to commit approximately 5 to 15 hours per month depending on the tasks and the time of year. The workload may vary, with peak periods requiring more time, such as during enrollment or special events. Regular communication, teamwork, and task delegation will help ensure that the workload remains manageable.

### **1) Sales, Marketing, and External Communication Committee (min. 2-3 members)**

- a) Purpose:  
This committee is responsible for promoting Campus da Terra, attracting new families and supporters, managing public relations, and ensuring clear and effective communication with the broader community.
- b) Roles & Responsibilities:
  - Develop and implement marketing strategies to promote the hub and its educational activities.
  - Manage social media accounts, newsletters, and website updates.
  - Handle external communication, including public relations and partnerships.
  - Create promotional materials such as brochures, flyers, and event announcements.
  - Engage with potential sponsors and businesses for collaboration and outreach.
  - Represent the hub at community events and networking opportunities.

### **2) Fundraising and Community Committee (min. 2-3 members)**

- a) Purpose:  
This committee secures funding through grants, sponsorships, and events while also fostering a supportive community for parents.
- b) Roles & Responsibilities:
  - Organize fundraising events, donation drives, and grant applications.
  - Build and maintain relationships with sponsors, donors, and funding organizations.

- Identify potential grants and manage the application process.
- Support parents through workshops, information sessions, and community-building activities.
- Serve as a point of contact for new families, helping them integrate into the community.
- Manage a financial aid or scholarship fund if applicable.

### **3) Infrastructure, Inventory, and Sustainability Committee (min. 2-3 members)**

#### **a) Purpose:**

This committee ensures that the hub's physical space, resources, and materials are well-maintained, organized, and used in an environmentally sustainable way.

#### **b) Roles & Responsibilities:**

- Oversee maintenance and improvements of buildings, outdoor areas, and learning spaces.
- Manage inventory, ensuring that educational materials, equipment, and resources are available.
- Plan and implement sustainability initiatives (e.g., waste reduction, eco-friendly supplies).
- Organize the purchase and acquisition of necessary materials and supplies.
- Ensure that the physical space is safe, functional, and in alignment with the hub's values.

### **4) Curriculum and Educational Development Committee (min. 2 members)**

#### **a) Purpose:**

This committee ensures that the educational approach aligns with the hub's philosophy, supports self-directed learning, and provides quality resources for children.

#### **b) Roles & Responsibilities:**

- Develop and oversee the curriculum framework, ensuring it supports homeschooling families.
- Work with tutors and educators to align teaching approaches with self-directed learning principles.
- Research and recommend educational materials, books, and digital resources.
- Ensure that learning opportunities align with the Cambridge curriculum and mastery-based education.
- Plan educational workshops, guest speaker events, and extracurricular activities.
- Evaluate the effectiveness of educational programs and suggest improvements.

### **5) Health, Safety, and Wellbeing Committee (min. 1-2 members)**

a) Purpose:

This committee focuses on creating a safe, healthy, and supportive environment for children, staff, and families.

b) Roles & Responsibilities:

- Develop, enforce, and regularly update safety protocols, including emergency procedures, fire safety plans, and risk management.
- Conduct fire drills, ensure staff are trained in evacuation procedures, and maintain clear evacuation routes and assembly areas.
- Ensure first aid supplies are up-to-date and maintain hygiene and health standards in learning spaces.
- Address mental health and wellbeing needs, providing support and resources for children and families.
- Organize training on first aid, fire safety, conflict resolution, and child safety for staff and volunteers.
- Ensure compliance with legal health, safety, and fire regulations, and maintain records of fire safety checks and emergency equipment.
- Manage incident reports and safety concerns, regularly assess physical environments for hazards, and coordinate with local authorities for fire inspections.

**6) Transportation Committee (min. 1-2 members)**

a) Purpose:

This committee ensures that children have safe, reliable, and well-organized transportation to and from educational activities by the association. It coordinates bus services, facilitates carpooling among parents, and optimizes travel arrangements to reduce costs and environmental impact.

b) Roles & Responsibilities:

- Organize and oversee a bus service if applicable, including route planning, scheduling, and coordination with service providers.
- Facilitate parent carpooling by connecting families with similar routes and schedules.
- Ensure compliance with safety regulations for all transportation methods.
- Communicate transportation options and updates to parents.
- Develop contingency plans for transportation disruptions (e.g., bad weather, driver unavailability).
- Explore cost-effective and sustainable transportation solutions.

**7) Alumni Committee (min. 1-2 members) - to be established in the future**

a) Purpose:

This committee maintains relationships with former students and families, creating a long-term network of engagement and support for the hub.

b) Roles & Responsibilities:

- Keep in contact with alumni families, providing updates about the hub's activities.
- Organize alumni events, meetups, and mentorship opportunities.
- Encourage former families to stay involved through volunteering or donations.
- Document and share alumni success stories to inspire current families.
- Develop programs where alumni can offer guidance to current students or support new initiatives.

## **Article 16 – Amendments to the Internal Regulations**

Amendments to these regulations require approval by a simple majority in the General Assembly. Proposed amendments must be submitted in writing at least 15 days before the scheduled vote.

## **Article 17 – Final Provisions**

Any disputes or cases not directly covered by these regulations will be resolved by the Director Board. In the case of disagreement with the decision made, an appeal may be made to the General Assembly, which will have the final decision.