

INTERNAL REGULATION OF THE APE (ASSOCIATION DES PARENTS D'ELEVES DE L'ECOLE FRANCAISE DE SHARM EL-SHEIKH)

Preamble:

Completing and specifying the status of the APE available on the school's website, and in accordance with article 17 of the said status, the following internal regulation of the APE is the only ones governing the activities of the APE of the French School of Sharm El Sheikh.

The internal regulation of APE is communicated to parents and available on the school's website: www.ecolefrancaisesharm.com

The decisions taken by the Board (Board of Trustees) of the APE as well as by all the members of the APE are only valid if they are taken in accordance with the procedures set out below.

A. Tuition:

A.1 Tuition fees are the main source of income available for the proper functioning of the French school, which is the raison for the existence of the APE.

The parents of pupils are required to pay school fees on time and, in the opposite case, incur penalties decided by the APE Board of Trustees;

A.2 No bargaining is accepted regarding school fees.

A.3 Parents are required to pay full tuition even if they leave during the year (no pro rata tuition). Otherwise, the management will not issue a letter of transfer or the school records. The Board will carry out legal procedure if necessary.

A.4 The amount of tuition fees is decided by the Board on an annual basis in such a way as to enable the school to carry out its educational mission satisfactorily; in the event of a serious crisis, the Board may decide on an exceptional increase.

A.5 A financial agreement (with installments) is offered to families.

B. Parents of students and members of the APE:

B.1 Any parent of a pupil who is up to date with his/her schooling is a member of the APE by right. This quality disappears in case of non-payment of school fees or by a decision of the Board of Trustees according to article 8 of the APE status.

B.2 Members have the right:

- to have access to the status of the APE as well as the rules of procedure (internal regulation) of the APE and that of the EFSSH available on the website and in hard copy on the school bulletin board.

- to attend any regular General Meeting as well as any exceptional General Meetings OR to be represented at both by means of a power of attorney.

- to be aware of the budget according to the methods decided by the Board.

- to participate in an educational environment consistent with the safety, development and educational success of their children, according to the present internal regulation.

- to demand respect from other parents, students, staff members and school management.

B.3 Members have an obligation to:

- respect the school, the other parents, the pupils, the members of the staff, the members of the Board as well as the management of the school.

- respect the present rules of procedure (internal regulation) of the APE

- respect the internal regulations of the EFSSH

- to ensure the physical and psychological health of their children

- to pay their contribution when due, in accordance with the financial agreement and the agreed fees.

B.4 The Board may suspend until the end of the school year a member who does not respect the obligations set out above, undermines the proper functioning of the school or the APE, harms the reputation EFSSH and APE. The said parent is required to pay his/her school fees but loses his/her membership and cannot participate in the elections either as a candidate or as an elector.

C. Elections of the Board (Board of Directors) of the APE:

C.1 The Principal is responsible for the organization and conduct of the elections to the Board of the APE.

C.2 Elections to the APE Board take place over a fixed period: the last ten days of May. Parents are informed of the holding of the elections fifteen working days in advance and are invited to present their candidacy in writing. One week before the date of the election, the candidates send the principal a presentation of their achievements and Goals in .pdf format.

C.3 The Board shall consist of five (5) members and, at least, one Egyptian national. If these conditions are not met, new elections are held.

C.4 The mandate of each member of the Board is established for a period of one year.

C.5 The Board elects its President who is President of the APE.

C.6 The Board elected in May takes office on July 1st of school year.

C.7 Only members up to date with their school fees for year N and their deposit on school fees for year N+1 can apply.

C.8 Only members up to date with their school fees for year N and their deposit on school fees for year N+1 can be voters.

C.9 Each family has a vote.

C.10 The voting papers include the name of each of the candidates as well as the class of their child. Voters strike out the names of candidates they do not wish to see elected and retain a maximum of five (5) names. Any ballot bearing a distinctive sign or containing more than five names will be considered invalid.

C.11 Members of the Board will not receive any salary, remuneration or incentive for their services.

C.12 The members of the Board are required to pay school fees like any other members.

C.13 An elected member of the Board may resign by sending a letter of resignation to the President of the APE. In this case, the Board appoints a replacement member by internal vote. In the event of a tie, the President's vote counts double. The new member of the Board has the same prerogatives as the elected members and his/her mandate extends until the new elections of the Board of the APE.

C.14 No member of the Board may be a paid employee of the school, nor the spouse of an employee of the school.

C.15 No member can be a candidate for the position of member of the Board unless he/she has previously spent two full and consecutive years in the school and has paid the corresponding fees.

D. President of the Board (Board of directors) of the APE:

D.1 The Board elects the President of the APE from among its members.

D.2 The President of the APE convenes the meetings of the Board, the General Assembly, establishes the agenda, acts on behalf of the EFSSH and represents its

interests with the external partners of the EFSSH as well as Egyptian and French officials. In the event of a tie in a vote, his/her vote counts double.

D.3 The President of the APE signs the contracts of the employees of the EFSSH on the proposal of the Principal.

E. Powers of the Board (Board of Directors) of the APE:

E.1 The Board decides by vote:

1. of the annual budget.
2. the amount of tuition fees in order to enable the school to carry out its mission satisfactorily.
3. of the financial agreement.
4. the selection of the Principal of the school following a proposal from the SCAC (French Embassy Cultural Counselor) and the renewal of his/her contract.
5. key priorities for the future of the school. AS per the status, these priorities must be confirmed in the General Assembly or in an exceptional General Assembly.

E.2 The Board ensures budgetary control and monitors the state of the accounts; all grants and funds raised are used by the Board to maintain the highest possible standards of EFSSH services. EFSSH property and funds may only be used for statutory purposes and may not be distributed among Board members.

E.3 The minutes drawn up at the end of each meeting are written in French and English and signed by the chairman and a secretary.

In the event of a tie, the vote of the President prevails.

F. Meetings of the Board (Board of Directors) of the APE:

The Board meets once a month, except during school holidays, either at school or in another place communicated to the members one day before the meeting. Convocations for other extraordinary meetings can be organized if necessary or on convocation of the President. The agenda is prepared by the President and the secretary.

G. General Meetings:

G.1 They are convened at least fifteen days in advance by the President of the APE. The convocations present the agenda as well as the points put to the vote. If additional points must be added by the Board less than fifteen days before the vote, the President of the APE informs the parents by a message.

G.2 Points put to a vote shall be accepted by the positive vote of half of the members of the General Assembly present at a regular meeting whatever their number may be. In the event of an Extraordinary General Assembly, a quorum of 50% of the members must be present, and the points put to the vote are accepted by the vote of two thirds of the members present. In either case, the notice of meeting must indicate the points to be voted on at least 14 days before the meeting to ensure maximum attendance.

G.3 If 25% of the members so request in writing, the President is required to convene an Extraordinary General Assembly.

H. Financial and contracting authorities.

Any contract or financial obligation of the APE must be authorized by the Signature of the president and the treasurer

J. Financial resources

The financial resources of the APE are:

- Tuition
- Grants and scholarships
- Financial support, sponsorship, from companies and individuals, subject to the prior approval of the Board.
- Financial support generated by school life activities and events and fundraising events.

K. **Internal communication:**

The school has several WhatsApp groups:
Other groups are not allowed.