

PARENT'S ASSOCIATION OF THE FRENCH INTERNATIONAL
SCHOOL OF DELHI (LFID)
Association law of 1901

STATUTES GOVERNING THE PARENTS ASSOCIATION OF THE
FRENCH INTERNATIONAL SCHOOL OF DELHI

Adopted during the Extraordinary General Meeting held on 15th June 2018

Approved by :

Mrs Sophie Carde, chairperson

Dated : 18th June 2018



Signature

Mrs Catherine Guitton, secretary

Dated : 18th June 2018

Signature



Article 1. PURPOSE OF THE ASSOCIATION

The Parents association of the French International School of Delhi, hereinafter referred to as "AP" is a non-profit association, governed by the French law of 1st July 1901.

APE is committed to providing children in India an education in compliance with the educational requirements and programs of the French Ministry of Education. To this end, APE manages the Lycée Français international de Delhi (The French International School of Delhi), located at 2, Dr APJ Abdul Kalam Road- New Delhi, within the compound of the French embassy, hereinafter referred to as "LFID". It oversees that the objectives of promoting French language and culture are attained.

APE has signed an agreement with the French state, represented by the Agence pour l'Enseignement Français à l'Étranger (The Agency for French Education Abroad), AEFÉ. LFID is an educational institution, officially accredited for all levels of educational instruction.

APE works alongside an Indian legal body, situated in Delhi, hereinafter referred to as Charity Trust, Multicultural Education Trust.

APE's action has no political, religious or ethnical affiliations.

The duration of the APE is unlimited. Its headquarters is located at the head office of the Fédération des Associations de parents d'élèves des établissements d'enseignement français à l'étranger (Federation of Parents Associations of French Schools Abroad) (FAPEE) at Paris, address: 75006, 101, boulevard Raspail.

Starting from the election of its management committee, held during the first general assembly meeting and the official recognition of the management committee by authorized bodies, the APE fully acquires hereinafter the following legal and property rights (non exhaustive list) : property assets and moveable assets, facilities, existing contracts (including employment work contracts), financial assets and liabilities and all bank accounts and financial investments of the "French School of Delhi" institution, rendering therefore obsolete the statutes of 30th October 1995, deposited with the French embassy in India; the management structures of the "French School of Delhi" are thus dissolved.

Article II. COMPOSITION OF THE ASSOCIATION

APE members include :

- a) the legal representatives of students ;
- b) spouses, not holding the title of legal representative, under the condition that they live in the household of the student (subject to the agreement of a legal representative).

Students must be fully enrolled at LFID and all school fees be paid according to the financial terms and regulations in force.

Membership is lost due to :

- a) automatic termination (departure or demise) ;
- b) resignation ;
- c) termination declared by the management committee for non-payment of school fees or for any other serious matter.

Article III. STRUCTURE, FUNCTIONING AND MANAGEMENT OF THE ASSOCIATION

Section 3.01 General Assembly meetings (AG)

(a) Ordinary General Assembly meetings (AGO) (i) Frequency

APE holds twice yearly meetings as an Ordinary General Assembly body :

1. 1st ordinary general assembly meeting "AG01" : it meets without fail at the beginning of the first trimester, at the date set in the month of June of the previous school year, during the last management committee meeting held and in accordance with the dates fixed for the conduct of other body meetings.
2. 2nd Ordinary assembly general meeting "AG02" : this meeting is held during the last trimester of the school year.

(ii) Procedural rules for convening of meetings

Ordinary general assembly meetings are convened by written formal invitation of the chairperson, sent to the members at least two weeks prior to the date set for the meeting.

The formal invitation for the meeting states the date, the place where it will be held, the time and the agenda of the meeting.

Along with this formal invitation, all required documents relating to deliberation issues are attached for the perusal of the members, with the exception of financial documents or any other such document that the management committee deems of confidential nature. These documents may be consulted, starting from the date of dispatch of the formal invitations, by seeking a meeting with the administrative and financial director of LFID, through an oral or written request, during the working hours of LFID or by seeking a meeting with the management in case the post of administrative and financial director is not filled.

(iii) Agenda of the meeting

- 1) During the first ordinary general assembly meeting, AG01, the outgoing management committee presents:
 - a) a report of activities undertaken in the preceding financial year ;
 - b) a financial report of the previous calendar year and accounts presenting the financial operating school cycle.

These reports are subject to the approval of APE members who are handed over the discharge of the management (the voting of financial discharge is conducted by show of hands).

The outgoing management committee conducts the election of the new management committee members

- 2) During the second ordinary general assembly meeting, AG02, the management committee submits:
 - a) the projected budget of the current calendar year;

- b) the projected budget of the next financial operating cycle.
Any other item deemed necessary shall figure in the agenda of the meeting
- (iv) Election of the management committee

1) Duration of the mandate

The management committee is elected for one year.

The outgoing members of the management committee may stand for re-election. There is no limit fixed for the number of mandates.

2) Election of new members

The conduct of the election and voting process are supervised by the sitting chairperson or by a member of the management committee, authorized by the chairperson.

3) Procedural rules for election

The outgoing management committee releases the list of candidates at the latest two days prior to the holding of the elections.

The candidatures for the management committee are received and recorded by the outgoing management committee within ten days starting from the convening of the first ordinary general assembly meeting (AGOI). Once this deadline is crossed, no candidature will be entertained. However, in case of lack of sufficient number of candidates to constitute the management committee, a call for applications may be made during the meeting of the first ordinary general assembly (AGOI).

The number of members of the CA (Management committee) to be elected is adjusted as per the student enrolment figures, in accordance with the table given below :

Student enrolment figures	Number of members of CA
<350 :	5 to 7
351-500 :	5 to 8
>500	8 to 11

The distribution of seats among foreign parents and French parents is adjusted accordingly, French nationals who are members remain in majority in terms of representation of nationalities of the elected representatives.

(v) Miscellaneous provisions

Other ordinary general assembly meetings or information meetings may be convened by the chairperson and held during the course of the fiscal year, after due deliberation of the management committee, if need be.

Ordinary general assembly meetings can only deliberate the items in the agenda meeting. Members who wish that an item be added must submit in writing to the chairperson, forty-eight hours prior to the holding of the meeting at the very latest. The management committee welcomes the opportunity to deliberate issues, that fall within its purview and authority.

(b) Organization of ordinary general assembly meetings

(i) General provisions

The chairperson of the management committee presides all meetings of the management committee. The chairperson may however nominate a member of the management committee to preside in case of absence.

Members of APE, as defined by article 2, have, per family, one vote per child, enrolled in LFID. Each family can be represented by granting authority to another member family by giving written authorization.

Without which will be rendered null and void, all authorization document must mention the names of the person conferring the power and the proxy, the date of the general assembly meeting, and carry the written words "authorization, conferring power" and must be dated and signed by the person conferring the authorization.

Two lists of APE members during general assembly meetings are produced, they respectively present :

- 1) Attendance of those present, who sign upon entering the room where the general assembly meeting is held, prior to the start of the meeting. This list is attached, as well as the authorization conferring documents to the general assembly meeting session minutes.
- 2) Attendance of voters for the election of the management committee members.

The election of the management committee members is conducted by secret ballot. A voting booth or enclosure, ensuring the confidentiality of the voting process is set up for the voters. It is upon the voter to ensure the secrecy of the ballot. By virtue of voting, the APE member accepts the terms of the general assembly meetings.

The secret ballot vote of all voters is mandatory if at least one-third of the participants request it.

Voting on resolutions or motions is done by show of hands.

Decisions are taken by the majority of members, present and represented.

No general assembly meeting is held during school holidays.

(ii) Procedures for opening of the session

a) First General Assembly meeting (AGO 1)

If the quorum of 25% of voters present, or represented is not attained, the convening of the APE members is delayed by thirty minutes. Once this time has lapsed, the general assembly duly deliberates irrespective of the number of members present or represented.

b) Second General Assembly meeting (AGO 2)

If the quorum of 25% of voters present or represented is not attained, the management committee duly deliberates and decides upon :

..either a delay of thirty minutes in the timing of the meeting, as per the rules applied to the AGO 1 (article III, section 3.01, (b), (ii),a); - or the postponing of the ordinary general assembly

meeting to a further date. In such a case, the convening of the general assembly meeting complies with the provisions of the convening process (article III, section 3.01,(a),(ii)).

c) Extraordinary General Assembly meeting

(i) Formal invitation

An extraordinary general meeting may be convened by the management committee or on the written request of at least one-third of APE members, sent to the chairperson of the management committee. An extraordinary general assembly meeting is mandatorily convened for any decision that does not fall within the purview of the ordinary general assembly, notably the change in statutes, dissolution of the association....

(ii) Procedures

The procedures for formal invitation are identical to those stipulated in article III, section a), (ii), page 3 . However, in view of the exceptional decisions that extraordinary general assembly meetings may take, the extraordinary general assembly duly deliberates only if the number of members present or represented are equal to or above the number of APE members.

If the quorum is not attained, electronic voting or ballot by mail will be conducted.

(iii) General provisions

The general provisions described in 3.01 (b) (i) apply to the extraordinary assembly meetings.

Section 3.02 The management committee

APE is presided over by the management committee, vested with the authority to act in its name, ensuring the functioning and management of LFID.

The members, upon being elected to the management committee, duly become members of the managing body of the Charity Trust, Multicultural Education Trust. This mandate ends when the elected management committee member's mandate ends.

(a) Composition of the management committee

The management committee is composed of voting members and advisory members.

(i) Voting members

Members, holding voting rights are APE members, elected by the general assembly. Members, holding advisory powers

Members in an advisory capacity:

a) The French ambassador ;

b) The Counselor for cooperation and cultural action of the French embassy in India or his or her representative; c) The principal of LFID ;

d) The director of primary classes of LFID ;

e) The administrative and financial director of LFID, if the post is filled.

f) two employee representatives, one for the teachers, the other for the non-teaching personnel.

The management committee may invite any qualified person to participate in the deliberations, namely, the members of the Assembly of French nationals overseas.

The management committee cannot comprise of more than one single, elected, member holding voting rights, remunerated by LFID in whatever capacity.

(b) Duration of the mandate

The mandate of the management committee members is one year starting from the date of election to the first ordinary general assembly. (AGOI). It ends upon the election of the new management committee by the first ordinary general assembly (AGOI) of the following year. If, due to exceptional circumstances, members are elected during the school year, their mandate ends upon the election of the new management committee, in the first ordinary general assembly (AGOI) meeting held in the following year, therefore the duration of their term will be less than a year.

(c) Vacancy of one or several seats

In case of vacancy of one or several seats during the school year (permanent departure from India, resignation, expulsion from APE or annulment) the following occurs :

- 1) either, a call for applicants is made, a mail or electronic vote is conducted; the mandate of these replacements ends with the election in the following school year; in case of equality of votes, the most aged member is duly elected ;
- 2) Or the board decides to continue its term without electing a replacement member ; in such case, deliberations are duly valid if at least 51% of members cast their vote.

If, during a management committee meeting, the number of voting members is less than 51%, the board can :

- a) Pursue implementation of decisions, regularly voted upon;
- b) Take common managerial decisions which do not require voting.

In case of dissolution of the management committee, or in case of departure of several board members, rendering it incapable to deliberate, elections are conducted within fifteen days, to provide APE with a new management committee. The new members of this board shall be elected to serve during the current school year.

(d) Renewal of mandate

Management committee members at the end of their mandate are allowed to stand as candidates for another mandate. They will need to follow the same candidacy process as other APE members.

(e) Organization of the management committee.

(i) The office of the management committee

After their election, duly elected members elect among themselves:

- a) a chairperson, who is a French national or else a member of the European union, fluent in French and member of the managing body, Charity Trust, Multicultural Education Trust
- b) possibly a vice-chairperson, who is a French national or else a member of the European union, fluent in French, who will ensure the interim when the chairperson is absent.
- c) a treasurer, a French national or else, a member of the European union, fluent in French, member of the managing body, Charity Trust, Multicultural Education Trust
- d) possibly, a vice-treasurer, a French national or else, a member of the European union, fluent in French, who will ensure the interim when the treasurer is absent;
- e) a secretary, member of the managing body, Charity Trust, Multicultural Education Trust.

In case of equality of votes, the candidate having obtained the highest number of votes in the management committee election is declared as rightful member.

(ii) Incompatibility

A management committee elected member, holding voting rights, and receiving a remuneration from LFID, in whatever capacity it may be, cannot occupy the positions of chairperson, vice-chairperson, treasurer, vice-treasurer or secretary.

(iii) Powers vested in the chairperson

The chairperson represents APE and LFID in-front of third parties and conducts management committee debates.

The chairperson signs all contracts, undertaken on behalf of APE and LFID and delegates, if need be, to one or several members of the management committee.

(iv) Joint powers of the chairperson and the treasurer

Only the chairperson and the treasurer are authorized to receive money on behalf of the APE and LFID, and to issue receipts, alone or jointly according to circumstances.

In accordance with the decisions taken by the management committee, they make all payments, inform the management committee and keep financial records.

They may delegate to the head of the school the authority to settle running costs, as per the fiscal threshold set by the management committee.

With the exception of a working capital retained in the cashbox, the money arising from school fees, donations, grants or other resources are deposited in a bank, referred to by the management committee, on the recommendation of the treasurer.

The treasurer submits the accounts during the ordinary general assembly meetings.

(v) Accounts verification

The financial year covers 1st of January to 31st December of each year.

The management committee may ask for verification of accounts at the end of each financial year, to be conducted by a chartered accountant, an auditor or any other certified accountant.

The management committee selects the accountant, in-charge of verifying the accounts.

(vi) Committees or work groups

a) Participation in the scholarship committee.

A member of the management committee or another acting member, takes part in the scholarship committee, under the chairpersonship of the French ambassador.

b) Work groups

The management committee constitutes work groups in accordance with projects currently undertaken. The management committee members take part in various committees constituted or work groups depending upon their skills set and on a voluntary basis. No rule governs the number of members of these committees or work groups.

(vii) Participation in the various governing bodies of LFID

1. School Council :

Two members of the management committee or acting members take part in the school council, with advisory vote.

2. Primary council :

Subject to approval by the head of the school and the director of primary classes, two members of the management committee or their acting members attend the school council meetings as observers.

3. Safety commission :

Two members of the management committee or their acting members attend the safety commission meetings, chaired by the head of the school.

4. Human Resources Commission :

Two members of the management committee, including the chairperson or their acting members, attend the Human Resources Commission.

(viii) Minutes of the meetings of the management committee.

The secretary records the minutes of each management committee meeting and sends it for approval to the management committee members.

The minutes are approved in the absence of any objection arising within 10 days after being sent to the management committee members.

The chairperson and the secretary sign the approved minutes.

The chairperson ensures the dispatch to APE members in compliance with the procedures laid down by the management committee.

(f) Meetings of the management committee

The committee complies with the internal regulations of the management committee, formalized by statutes.

(i) Organisation

The management committee meets as often as required (a frequency of once per month is recommended) upon formal invitation of the chairperson or written request by at least one-third of members, holding voting rights. The agenda of the meeting is sent ten days in advance, as well as all work documents.

The chairperson may invite any qualified person.

(if) Votes

The quorum required for management committee meetings is half of the members, holding voting rights and one member. However, the meetings can still be held:

- a) if the absentee members grant their authorization to the person (s) after being informed of the items on the agenda;
- b) the last meeting of the current school year for decisions pertaining to everyday management, irrespective of the number of members present.

Voting by acting members shall figure in the minutes of the management committee annexure.

Voting shall be done by show of hands.

In case of equality of votes, the vote of the chairperson is overriding.

The committee may decide to vote electronically: the votes will then be compiled and sent for information purposes to the next management committee, who adds the electronic votes as annexure to the minutes of the meeting.

(iii) Dispatch

The minutes of each meeting is sent to APE members, who request them from the APE secretary in the week that follows (aside from the school period).

(g) Duties of the Management committee

(i) Missions of the management committee

The management committee's mission is to determine and implement a policy in compliance with APE objectives, and to oversee the functioning of LFID. It ensures the coherency and coordination of actions undertaken by various bodies, that come under the purview of the APE. It defines the general APE policy, promoting the development of LFID.

It ensures that LFID enables students to be educated, in compliance with the accreditation conditions determined by the French Ministry of National Education and the provisions of the agreement signed with the French State, and represented by AEFÉ.

It elects an executive committee and determines its powers and duties.

(ii) Budget

The managing committee approves the budget, prepared by the treasurer, who is assisted by the administrative and financial director, if the post is filled.

With regards to the budget, the managing committee must :

- a) determine the amount of tuition and school fees ;
- b) decide upon non property investments and manage them ;

- c) endorse the recruitment process and conditions (salary structure, social and personal advantages of the personnel employed ...), after consulting with the human resources commission ;
- d) take all necessary decisions ensuring the financial and administrative management of LFID, which do not fall under the scope and purview of the powers, delegated to the executive committee.

The managing committee defines the delegations of power granted to the executive committee with regard to operating expenditures within the framework of the budget of the current fiscal year. These delegations of power may be reviewed at any point of time.

(iii) Various responsibilities

- a) The managing committee discusses with the head of the school any measure that is deemed important and necessary in ensuring the safety and management of the school.
- b) The management committee endorses, taking into account the budget, LFID's pedagogical structure that the head of the school presents, notably the student ratio per class and per stream, the series of baccalauréat (French final high school examination), modern languages, academic courses and streams offered and duly informs parents.
- c) The managing committee prepares the changes in statutes, presented during extraordinary general assembly meetings.
- d) The managing committee convenes, if need be, APE members for an information meeting. It may suggest, if need be, the holding of a general assembly meeting.
- e) The managing committee examines the proposals, submitted by the head of the school, by the student representatives or personnel representatives. It rules any disputes in the best interests of all parties, in application of the existing rules at LFID.
- f) The managing committee endorses the payment delegations made to the principal and to the accountant during the first management committee meeting, which follows the elections, conducted in the month of September.

Article IV. RESOURCES AND EXPENDITURE OF THE ASSOCIATION

APE resources arise from :

- a) membership fees, the members have acquitted these fees once school fees have been paid.
- b) financial subsidies and assistance from AEFÉ ;
- c) any other legal resource (donations, sponsorships ...).

APE expenditure arise from the management of LFID.

APE members voluntarily assist in the implementation of strategy and orientations, working at ensuring the management of LFID. This condition of voluntary assistance does not apply to the salaries and allowances, drawn by any member of the association, employed in the administrative or teaching body of LFID.

Article V. FUNCTIONING OF THE MANAGEMENT COMMITTEE

The management committee exercises on behalf of APE all powers relating to general management and academic orientations of LFID as stated in the previous articles. During its first meeting after election, the management committee delegates to a body, named executive committee, the authority to undertake day-to-day management, within the limits set by the decision rendered in writing in the minutes of the meeting.

Section 5.01 The executive committee

(a) Composition

The executive committee is composed of 3 members :

1. the chairperson (the vice-chairperson in case of absence of the chairperson) ;
2. the treasurer (the vice-treasurer in case of absence of the treasurer) ;
3. a member, elected to the management committee (or acting-member) .

(b) Duties of the executive committee

The executive committee is in-charge of the administrative and financial day-to-day managerial matters of LFID, within the scope of the delegated powers granted by the managing committee. It can decide upon developmental plans or specific expenditures required and related to pedagogical needs, proposed by the head of the school, taking into account the budget and exercising authority, delegated by the managing committee. It allows for the purchase of textbooks, school supplies, educational material for all classes and ensures its availability to all personnel concerned.

It decides, either on its own or following the proposal of the head of the school, all maintenance and repair work necessary, within the financial limits set by the managing committee.

Acting within the limits set by the managing committee, it can authorize loans or salary advances by following a lightened procedure, allowed by the powers delegated to it by the managing committee.

It promotes the exchange of information between APE bodies, the head of the school, teachers, other staff members and legal representatives of the same.

It submits to the managing committee all decision making issues that fall beyond the scope of the powers delegated.

- It presents at every managing committee meeting the actions undertaken. These are never questioned by the managing committee, except in case of breach of school regulations and procedures in effect.

(c) Organization of the executive committee

(i) Meetings

The executive committee does not meet formally but can be consulted at any time by the head of the school or the administrative and financial director, as per operating needs.

(ii) Decisions

The executive committee takes decisions that fall within its purview, unanimously with its 3 members, that are mandatorily consulted. In case no agreement is reached, the issue is submitted to the managing committee.

(iii) Report

A monthly activities report is drawn by the chairperson. After validation by the other members, it is submitted to the managing committee during the first meeting and is appended to the agenda of the meeting.

Article VI. THE FRENCH INTERNATIONAL SCHOOL OF DELHI (LFID)

Section 6.01 Definition of LFID

The French International School of Delhi is an educational institution bound by agreement with the AEFÉ. The instruction imparted is recognized and certified by AEFÉ for all levels. It is managed by APE, parents of students attending LFID.

LFID is a non denominational and non-political institution.

Section 6.02 Head of the school

The head of the school is appointed and paid by AEFÉ, according to a definite profile, working in close concertation with the diplomatic offices and the managing committee. The head of the school is responsible for the organization and pedagogical functioning of the school as well as the *vie scolaire* (school administration office).

The head of the school has authority over all employed personnel but cannot recruit or dismiss anyone without the prior approval of the managing committee. He supervises namely the implementation of hygiene and safety rules and regulations.

The head of the school is closely and permanently associated with the school's management. Accordingly, he attends, vested with an advisory vote all deliberative meetings of the APE.

The head of the school presents to the managing committee the recruitment of local personal, after consulting with the CRH, (Human Resources Commission) within the framework of the employment table, as defined by the managing committee.

The head of the school works closely with the diplomatic post and the managing committee with regards to the evolving hiring process of expatriates and residents: proposals regarding the creation, suppression, modification and profile of posts.

Article VII. EMPLOYEE STATUS

Section 7.01 Employee categories

Employees belong to 3 categories: management team, teachers and non teaching personnel.

(a) The managing team :

..The head of the school and the director of Primary classes, nominated by AEFÉ ; - the administrative and financial director, hired by LFID under a local contract if the APE has the means to hire, when the post under contract to AEFÉ is not filled.

(b) Teachers are:

Tenured teachers, under contract to AEFÉ, include :

expatriate agents ; ● resident agents ; ● Tenured or non tenured personnel of the National Education under local contract.

(c) Non-teachers

All other employees, employed full time or part time, hired under local contract.

Article VIII. HUMAN RESOURCES COMMISSION (CRH)

The Human Resources commission is a tripartite consultation body, aimed at improving social dialogue and advising on issues pertaining to LFID personnel.

Section 8.01 Composition

The Human Resources Commission comprises of :

- a) the head of the school, who chairs the commission ;
- b) the director of Primary classes ;
- c) The administrative and financial director, if the post is filled ;
- d) two elected representatives for personnel (one representing teaching personnel and another for the non-teaching personnel) ;
- e) two members of the managing committee, of which the chairperson (or the acting member). The COCAC is informed of the commission's meeting agenda and is invited to attend.

Section 8.02 Powers vested in the Human Resources commission

The Human Resources Commission is authorized to examine any case relating to the individual or collective management of personnel, working at LFID under local contract. It is authorized, namely to hire, redeploy, advance or terminate contracts of personnel. It advises on training programs.

It is consulted, upon the request of the head of the school, or three of its members or the managing committee, upon issues such as employment contracts, internal regulation articles relating to duties of personnel and any other issue involving locally hired personnel.

The human resources commission conveys its opinion to the managing committee, who holds the decision- making power.

Article IX. MANAGEMENT OF EMPLOYEES

Preliminaries:

Expatriate, resident and employees under local contract come under the authority of the head of the school, who exercises his duties under the authority of the Conseiller de Coopération et d'Action Culturelle (French Counselor of cooperation and cultural action) (COCAC).

Section 9.01 Recruitment of local contract employees process :

1. The CA (Managing committee) draws up the list of posts to be filled with the allocated budget, upon proposal by the head of the school ;
2. The head of the school and the director of Primary classes conduct the interviews prior to the hiring and present to the CRH (Human Resources Commission) the short-listed candidates;
3. The CA decides on recruiting candidates, selected by the CRH or decides not to hire, in compliance with its prerogatives and namely budgetary considerations.

LFID may appeal to any judicial body, created by the APE to hire or sign local employment contracts.

Persons employed work within the premises of the LFID and come under the authority of the head of the school as is the case for personnel bound by contract to APE.

The head of the school submits to the CA (Managing committee), after consultation with the CRH (Human Resources Commission), any promotion, change in stature, salary and any sanction against locally hired agents.

Article X. HYGIENE AND SAFETY COMMISSION (CHS)

Section 10.01 Composition

The Hygiene and Safety commission is composed of :

- Head of the school, who chairs the commission
- representatives of the administration (for instance : Administrative and financial director) • security officer of the French embassy or his representative,
- representatives of the personnel,
- parents, elected to the managing committee,
- parents and personnel elected to pedagogical bodies (Primary Council and School Council).
- other representatives of the diplomatic post (example: property section) ; the COCAC and the Security Officer are informed of the commission's meeting agenda and are invited to attend.

Section 10.02 Duties and powers vested in the Hygiene and Safety Commission (CHS)

The CHS analyses situations relating to hygiene and safety, drawing namely upon feedback and information arising from the school community. It conducts or orders necessary studies. It submits expenditure or investment proposals to the managing entity. It arranges for training programs, exercises, preventive and communication measures.

Section 10.03 ppMS

The school's Special Plan of Safety measures, (Le plan particulier de mise en sûreté PPMS), in compliance with regulations, describes the safety risks, preventive procedures and crises management measures undertaken.

It must be updated at the beginning of the back to school year in accordance with the circulars and memos issued by the AEFÉ, currently in effect. (reference : currently memo issued in 2014).

The PPMS must be presented to the executive management body members when they assume office.

The PPMS is then updated in the CHS (Hygiene and Safety Commission) during the school year as per needs. It involves all members of the school community, who must comply with it.

Section 10.04 Meetings

The commission meets at least once every three months during the school year, upon receiving a formal invitation from the Director of the school.