

INTERNAL REGULATIONS

1. THE GENERAL ASSEMBLY

- 1.1 The General Assembly is chaired by the President who may be replaced or assisted by the Vice-President. Documents concerning questions on which a decision is to be taken during the meeting have to be sent (generally per e-mail) to members at least one week before the meeting. Documents presented for information can be distributed at the meeting.
- 1.2 The notification of a General Assembly includes the agenda of the meeting, as stated in article 13 of the statutes. The minutes of the General Assembly are drafted within two months by the General Secretariat and sent to the members (generally per e-mail). The approval of the minutes will be one of the items of the agenda on the next General Assembly.
- 1.3 The active members are represented in the General Assembly by a maximum of two delegates; each delegation designates a delegation leader. The active members only have one vote per delegation.
- 1.4 Travelling and accommodation charges relating to attendance at the General Assembly are at the expense of the participating organisations.
- 1.5 The General Assembly may set up permanent or temporary committees. Their missions and competences are determined by the General Assembly.

2. ACTIVE MEMBERS

- 2.1 Candidates for membership can make a request according to the procedure mentioned in articles 7 and 8 of the statutes. Their candidature has to be examined at the first General Assembly following the request; they have the right to send a delegate to present their candidature.
- 2.2 The General Assembly determines the contribution to be paid by active members on the meeting of the General Assembly, which has to examine the budget for the following year. If a budget is decided for more than one year, the contribution can also be fixed for the same period. The basic criteria for fixing the contribution per country are laid down by the General Assembly.

3. ASSOCIATE MEMBERS

3.1 Definition of associate members

European organisations representing the Catholic Education community – as parents, teachers, headteachers and educators – can become an “associate member” on condition that:

- they subscribe to the aims of the CEEC,
- they are willing to help to achieve these aims,
- they pay a contribution to be fixed by the General Assembly.

- 3.2 Admission: To be admitted as an associate member of the CEEC the candidates have to make a written request to the President, as stipulated in article 8 of the statutes. They can be invited to present their candidature to the General Assembly. The General Assembly decides on the admission. Its decision cannot be appealed.
- 3.3 Associate members have the right to be represented by one delegate at the General Assembly. They have an advisory vote.
- 3.4 The General Assembly fixes an annual contribution for the associate members. Associate members and candidates are notified of this amount. Candidates sign a declaration in which they agree to pay the annual contribution.
- 3.5 Resignation: Any associate members can resign by registered letter as stipulated in article 9 of the statutes. The contribution for the current year is to be paid.
- 3.6 Exclusion: The exclusion of an associate member can be decided by the General Assembly in the case of non-observance of the statutes or non-payment of the contribution. The exclusion can only be decided by a two-third majority of the present or represented members, after the associate member to be excluded has been called in order to enable it to present its defence, if he so wishes, before the General Assembly.

4. THE ADMINISTRATIVE BOARD

- 4.1 Composition: The Administrative Board is composed of a President, a Vice-President, a Treasurer and at least two executive members. Since the CEEC's legal structure is a non-profit association under Belgian law and its headquarters are in Brussels, then the two Belgian secretariats (SeGec and KathondVlaa) are each entitled to a seat on the Board. In the case of the election of a new Administrative Board, the candidacies have to be sent at least one month before the election date. The Secretary General takes part in the meetings of the Administrative Board.
- 4.2 Competence: The Administrative Board has all the powers of management and of administration except for the exclusive powers of the General Assembly such as are stated in article 11 of the statutes. The Administrative Board appoints and dismisses the personnel – except for the Secretary General – and determines the status of the personnel. The Administrative Board prepares, in collaboration with the General Secretariat, the budget and the activity programme, and submits them for approval to the General Assembly, as well as the accounts of the last year after they have been checked by external financial auditors. The President supervises the application of the Internal Regulations.
- 4.3 Votes: When people are concerned, members vote by secret ballot. In the case of equally divided votes, the President votes openly. Blank or invalid votes are not taken into account. When the vote does not concern people, members vote with a show of hands unless the assembly asks for a secret vote.

5. THE SECRETARY GENERAL

- 5.1 The Secretary General is appointed by the General Assembly on the proposal of the Administrative Board. The General Assembly decides by a two-third majority. The selection criteria are determined in advance by the General Assembly.
- 5.2 The terms and conditions of the General Secretary's employment are proposed by the Administrative Board to the General Assembly, which votes on them.

- 5.3. The main tasks of the Secretary General are the following:
- the implementation of the decisions taken by the General Assembly or the Administrative Board;
 - the use of the means foreseen in article 4b of the statutes, in close collaboration with the members and particularly with the Administrative Board;
 - the organisation and the management of the permanent and possible seconded personnel;
 - the daily financial management and the necessary signature powers to perform these tasks;
 - the preparation of the statutory meetings and the working groups' meetings or commissions, as well as the reports on these meetings;
 - with the agreement of the President and the members of the Administrative Board, the representation of the association to official European bodies and European non-governmental organisations.

6. THE OFFICE MANAGER

- 6.1 The Office Manager is appointed by the Administrative Board.
- 6.2 The terms and conditions of the Office Manager's employment are proposed and approved by the Administrative Board in accordance with the association's work regulations.
- 6.3 Under the supervision of the General Secretary, the main tasks of the Office Manager are the following:
- Bookkeeping and daily financial management;
 - Following up the various administrative contracts signed by the association, including submitting legal documents to the relevant authorities, drafting meeting reports and organising the logistical aspects of meetings;
 - Monitoring and managing the association's communications (website, newsletter, mailbox, networks, etc.).

The Office Manager assists and works in consultation with the Secretary General in implementing the decisions and resolutions taken by the General Assembly or the Administrative Board. The General Secretary retains final responsibility for financial matters regarding the General Assembly and third parties.

7. FINAL CLAUSE

The present Internal Regulations may be amended at all times by the Administrative Board deciding by a simple majority of the votes.

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