



Schola Europaea  
Conseil Supérieur des Elèves

Ref.: 2023-10-D-30-en  
Orig.: EN



## Statute of the Conseil Supérieur des Élèves

## **I. Definitions and Aims of CoSup**

CoSup stands for Conseil Supérieur des Élèves and is the official representative body of the secondary pupils in the European School system. CoSup represents the common aims, policies, and visions of the pupils. These common interests are mainly concerned with the decisions taken by the Board of Governors and the Joint Teaching Committee, which affect school life. CoSup is the sole representative body of the pupils in all global committees of the European School system.

The CoSup supports and co-ordinates the Pupils' Committees (hereafter "PCs" or "PC" in singular form) with their work in every possible way, including co-operation and integration between the various PCs and acts as a link with the upper instances of the European Schools, where it can voice opinions and ideas on behalf of all students. The CoSup also aims to unify the European Schools by creating activities for all schools. CoSup can furthermore aid the PCs financially if such a need is required.

## **II. STRUCTURE OF COSUP**

### **A. The CoSup consists of:**

1. The President
2. Two Vice-Presidents
3. An Executive Secretary
4. Two representatives of the Pupils' Committee from each School amongst which are elected:
  - i. One Treasurer
  - ii. One Vice-Treasurer
  - iii. One Head of Public Relations
  - iv. Two Deputy Heads of Public Relations
  - v. A Representative for Alumni Europae
  - vi. A Representative for the Environment
  - vii. A Head of IT
  - viii. A Deputy Head of IT

## **III. DEFINITION OF EACH POST**

## A. General provisions

1. Unless specified otherwise, CoSup officers are elected during the first meeting of the school year.
2. The member who receives the most votes is elected to a post, provided there are at least 2/3 of the members present.
3. Any CoSup representative holding a post can be removed from their responsibilities if any member calls a vote of no confidence and the outcome of the vote is two thirds of the majority.
  - a. Such a vote must not happen without giving the representative concerned a chance to defend themselves in front of CoSup.
  - b. At least two-thirds of the CoSup's representatives have to be present; among those present, a two-thirds majority has to be reached for the vote to succeed.
  - c. Should the members feel necessary to carry out a vote of no confidence, and the outcome of this vote is a two-thirds majority of all members, then the member against whom the vote was directed is discharged immediately. An emergency vote to replace the holder's position is then necessary.
4. Only when performing the duties affiliated with their post must the representative be impartial and work in the best interest of CoSup. Otherwise, the representative holding a post remains a normal representative of their PC.
5. On the last day serving at the CoSup, all officers must destroy any documents of the CoSup or the ES System that are not publicly accessible. They are asked not to disclose any confidential information after the end of their mandate.

## B. The President

1. The president is elected by the members of CoSup during the last meeting of the year. The members present at the meeting must nominate candidates and a secret vote must then be held. The candidate who obtains the highest number of votes cast by all the members present is elected, provided there are at least 2/3 of the members present. After the election, the president must formally introduce themselves to the PCs, inspectors, directors, and the Secretary-General. Any member of CoSup may run for presidency, and incumbent members of the PC Presidencies may also run for the CoSup presidency should there be less than five candidates running for CoSup Presidency.
2. The term of office for presidency is one school year. This period can be extended if they are re-elected.
3. It is the president's duty to chair the CoSup meetings. Therefore, it is mandatory for them to be present. Should they be prevented from attending, they must excuse themselves to the vice-presidents who will then take the chair.
4. The president does not represent their PC in the meetings. They must act under best conscience for the good and the best interests of the

CoSup.

5. Except in the event of duly justified absence, the president is the permanent member of the joint teaching committee and must attend all the meetings. Before each teaching committee meeting, the president prepares a document presenting the CoSup views on the issues to be discussed.
6. The president represents the CoSup at the Board of Governors meetings, the Budgetary Committee meetings and, on invitation, at the working groups. They can delegate this function. A report on the meeting should be given to CoSup after every meeting.
7. The president is advised to stay in close contact with all inspectors, directors, teachers, the Secretary-General, and other persons or organisations with whom CoSup concerns itself. The president must stay in close contact with their deputies to ensure optimal interaction.
8. The president is responsible for the day-to-day operation of CoSup. They must always act to assure the continuation of CoSup's day-to-day running.
9. At the end of their presidency, the president must prepare a report reviewing the activities and achievements of CoSup during the year of their presidency.
10. Any representative of CoSup may demand a vote of no confidence, in order to release the CoSup president from their duties. Such a vote must not take place more than once a year or happen without giving the president a chance to defend themselves in front of the CoSup. At least two-thirds of CoSup's representatives have to be present; among those present, a two-thirds majority has to be reached for the vote to succeed.

#### B. The Vice-Presidents:

1. Each vice-president is elected by the members of CoSup during the last meeting of the year. The vice-presidents, like the president, have to be nominated by the members present at the meeting and then elected in a secret vote. The candidates who obtain the highest number of votes cast by all the members present are elected, provided there are at least 2/3 of the members present.
2. It is the vice-president(s)'s duty to assist the president with all their tasks and to replace them in the event of an absence.
3. The term of office for the vice-presidents is one school year. This period can be extended if the person is re-elected.
4. Candidates from the same school as the newly elected CoSup President may run for the position of Vice-Presidency, provided that there are fewer than five candidates already running in this election. In the event that a Presidency is elected with two candidates being from the same school, a vote of CoSup must be taken to ratify the election results. This vote shall be decided by a 2/3 majority. However, never can this be extended to three candidates from the same school, only a maximum of two presidency members of the same school may serve at any given moment.
5. One of the vice-presidents shall assist the president for the representation of CoSup in the Board of Governors and teaching

committee meetings.

6. The vice-presidents do not represent their PCs. They must act under best conscience for the good and the best interests of the CoSup.
7. Any representative of CoSup may demand a vote of no confidence, in order to release one of the vice-presidents from their duties. Such a vote must not take place more than twice a year or happen without giving the concerned vice-president a chance to defend himself in front of the CoSup. At least two-thirds of the CoSup's representatives have to be present; among those present a two-thirds majority has to be reached for the vote to succeed.

C. The representatives of the Pupils' Committees:

1. Each PC should elect two members for the representation of the PC in the meetings of the CoSup. Said representatives are members of CoSup for the rest of the school year and may only be recalled or replaced by their PCs following a vote of no confidence which must meet the following criteria:
  - a. The representative in question must have an opportunity to defend himself at the meeting.
  - b. A quorum of two thirds of the official members of the PC must be present at the meetings.
  - c. In order to be released of their duties, the representative in question has to obtain a two-thirds majority against themselves.
  - d. The official minutes of the meeting, including the result of the vote, have to be signed by both members of the PC presidency and sent to the CoSup presidency for final approval with their signature.Should such requirements not be met, the vote will not be considered as valid.
2. The representatives must defend the interest of their School's pupils during the CoSup meetings.
  - a. The representatives of the PCs must attend every meeting of the CoSup. Should a representative be unable to attend a meeting, an excuse must be sent to the president via email along with a report on the PC's status, and a temporary replacement designated for the duration of said meeting with the full rights and duties of the absent PC representative.
  - b. The representatives should prepare each CoSup meeting within their PC in order to have a clear position over each point during the meetings.
  - c. At least one of the representatives from each school must be in 5<sup>th</sup> or 6<sup>th</sup> year, secondary cycle. Should a school elect two representatives in 7<sup>th</sup> year, this must be approved by every member of the presidency.
  - d. Each representative should have an advanced level of English .
  - e. The representatives of CoSup are elected by the pupils in accordance with the relevant PC's statute, or DOC-2019-01-D-55-en-5 should they not have a statute. Therefore, the school's management, including directors, educational officers and teachers, have no right to forbid any pupil to represent its school at the CoSup.
  - f. Any representative can be released from their duties at the CoSup by a majority voting. Such a vote must not happen without giving the concerned representative a chance to defend themselves in front of CoSup. At least two-thirds of the CoSup's representatives have to be present; among those present a two-thirds majority has to be reached for the vote

to succeed.

- g. In cases of *force majeure*, the presidency, acting unanimously, may release a representative from their duties for the duration of a CoSup meeting.

#### D. The Treasurer:

1. The treasurer may only transfer money from the CoSup's bank account with the approval of the presidency.
2. The treasurer has to attend all the meetings, should they be unable to do so, they must:
  - (a) Excuse themselves to the president.
  - (b) Excuse themselves to the vice-treasurer who will assume all duties for the meeting in question.
3. The term of treasurer can be extended if the treasurer is re-elected.
4. The treasurer must collect a valid statement of the PCs' financial situation. Using these statements, they must calculate the amount of taxes each PC owes to CoSup. They should always inform the (vice-) president(s) of their acts.
5. The treasurer, together with the vice-treasurer, must write a report listing all the money transfers. This report is to be sent to the president, the vice presidents, and all the other CoSup members. Furthermore, they must report to the last CoSup meeting of the year, explaining the transactions.
7. The treasurer should at any time be able to show a report listing the transactions to any CoSup member asking to see it, and the report should also be publicly or available on demand for transparency.
8. Between the last meeting of the school year and the first of the following, the presidency is to take over the treasurer's duty.
9. The treasurer and vice-treasurer must offer their help and advice to any members of the future treasury and presidency.

#### E. The Vice-Treasurer:

1. The vice-treasurer must attend all the meetings, should they be unable to do so, they must excuse themselves to the president and to the treasurer.
2. The vice-treasurer's duty is to assist the Treasurer with all their tasks and to replace them in the event of an absence.
3. The vice-treasurer may only transfer money from the CoSup's bank account with the approval of the treasurer and the presidency.

#### F. The Head of Public Relations

1. The Head of Public Relations must attend all the meetings, should they be unable to do so, they must excuse themselves to the president.
2. It is the Head of Public Relations' duty to manage all social media operated by CoSup.
3. It is the Head of Public Relations' duty to raise CoSup awareness amongst all pupils of the European Schools through a considerable presence of

CoSup on the internet and on social medias.

4. The Head of Public Relations may use every mean deemed appropriate to communicate and interact with pupils of the European Schools to spread information and collect the opinion of the pupils.
5. The Head of Public relations will regularly meet with and chair meetings of the Public Relations Representatives of each of the PCs. The Head of Public Relations will guide all Public Relations related policy of CoSup and the PCs and seek to expand the reach of the CoSup.

#### G. The Deputy Heads of Public Relations

1. The Deputy Heads of Public Relations must attend all the meetings, should they be unable to do so, they must excuse themselves to the president.
2. The Deputy Heads of Public Relations may be released from their duties by the Head of Public Relations with the agreement of the presidency, or by a vote of no confidence with a simple majority, provided two-thirds of CoSup is present.
3. The Deputy Heads of Public Relations must assist the Head of Public Relations with all their duties.

#### H. Representative for Alumni Europae

1. The CoSup structurally cooperates with Alumni Europae so as to help grow their organization.
2. The duty of the Representative for Alumni Europae is to keep in contact with Alumni Europae, to promote it within the wider student constituency, and to send them the list of CoSup representatives and the list of PC Presidencies at the beginning of the year.

#### I. Representative for the Environment

1. The primary duty of the Representative for the Environment is to by all means possible seek to meet the climate goals set by the Paris Agreement and the EU Green New Deal.
2. Every year, the Representative for the Environment shall regularly meet with and chair meetings of the Environment Representatives of each of the PCs. They will do their best to guide and co-ordinate both local (PC) and system level (CoSup) policy.

#### J. The Executive Secretary

1. Candidates for the post of Executive Secretary are nominated by the Presidency. The nomination must be confirmed by a simple majority vote.
2. The primary duty of the Executive Secretary is to produce minutes for all CoSup meetings, and should it be necessary, any other meetings held by the CoSup presidency or any of its other members.

3. The Executive Secretary shall produce the agenda for all meetings that fall within their duties in co-ordination with the presidency considering all points requested to be added by CoSup representatives.
4. The Executive Secretary shall receive one vote in the even of any decisions that are taken without using the QMV formula.
5. Candidates for the post of Executive Secretary must be qualified and capable of producing professional minutes for the relevant meetings and be aware of all the relevant terminology used by CoSup.
6. Should no Executive Secretary be decided on in a year, minutes shall be produced and distributed in accordance with point IV.F.

#### K. The Head of IT

1. The Head of ICT is elected following the procedure laid down in point III.A. If no members put themselves forward or no candidate is elected, the CoSup presidency will appoint a Head of IT through a fair selection procedure.
2. The Head of IT reports to and is accountable to CoSup.
3. The Head of IT is the main person in charge of the functioning of the CoSup IT group branch.
4. The Head of IT is responsible for keeping oversight of all CoSup IT related projects and capabilities.
5. The Head of IT will regularly meet with and chair meetings with the IT group Heads and Deputy-Heads of each of the PCs. The Head of IT will guide all IT related policy of CoSup and the PCs and seek to harmonize the IT groups of all PCs.
6. The Head of IT oversees the maintenance of any servers and domains managed and/ or owned by CoSup.
7. The head of IT will ensure continuity by keeping proper documentation on the different sections of the hosted services along with correct practices.
8. The Head of IT will liaise with their successor in explaining and briefing them on all IT related activities.

#### L. The Deputy-Head of IT

1. The Deputy-Head of IT is elected following the procedure laid down in point III.A. If no members put themselves forward or no candidate is elected, the CoSup presidency will appoint a Deputy- Head of IT from a PC through a fair selection procedure.
2. The Deputy-Head of IT reports to and is accountable to CoSup.
3. The Deputy-Head IT is the second person in charge of the functioning of the CoSup IT group branch.
4. The Deputy-Head of IT is responsible for assisting the Head of IT in keeping an oversight of all CoSup IT related projects and capabilities.
5. The Deputy-Head of IT will assist the Head of IT in regular meetings and chairing meetings with the IT group Heads and Deputy-Heads of each of the PCs.



6. The Deputy-Head of IT assists the IT Head in overseeing the maintenance of any servers and domains managed and or owned by CoSup.
7. The Deputy-Head of IT will ensure continuity by keeping proper documentation on the different sections of the hosted services along with correct practices.
8. The Deputy-Head of IT will liaise with their successor in explaining and briefing them in all IT related activities.

#### **IV. WORKING RULES OF COSUP**

##### **A. Voting Procedures:**

1. For all votes that concern CoSup's inner workings, unless specified otherwise, every member receives one vote. For votes that will have an influence on the school life of every pupil, thereby entailing substantial and fundamental reforms or changes to the European Schools' educational offer or foundational structural organisation, every school group will receive one vote, which will be carried out as described in point IV.E.
2. Votes concerning the modifications of the Statutes of CoSup must be approved by simple majority. At least two thirds of the members must be present.
3. For votes to be valid, whatever the voting matter, a minimum quorum of presence of two-thirds of the members (or delegations, for Qualified Majority Voting (QMV) procedures, as provided for by point IV.E.) is required.
4. The president has a casting vote, to be used only if the outcome of the vote is *ex aequo*. This extra vote is independent from his/her PC and should be carried out in the best interest of the CoSup and the PCs.
5. The elections of the president/vice-president/treasurer/vice-treasurer and all other CoSup officers are elected through a secret vote. All other voting matters are open. Should any member request a secret vote on an open topic this ought to be followed, unless the CoSup presidency finds there to be reasonable cause to deny this request.
6. Members that are not present during the election of the president/vice-president/treasurer/vice-treasurer and other CoSup officers have the right to appeal against the vote, by the next meeting at the latest.

##### **B. Written procedures:**

1. A written procedure should be initiated by the presidency in case there is a need for a vote between two CoSup meetings.
2. The written procedure is to be sent and replied to by email.
3. The matter being voted on should be defined clearly in the proposal.
4. The written procedure shall respect every aspect of this statute.
5. A deadline should be set in the written procedure, being:
  - (a) At least 7 days for in decisions related to the CoSup Statute
  - (b) Being at least 3 days and 12 hours for any other decision
6. For votes concerning the statutes of CoSup and its subsidiaries, as well

as votes of no-confidence, all parties who have not replied after this deadline, shall be counted as having abstained. For all other votes all parties who have not replied after this deadline will be considered as in favour.

7. In cases of *force majeure* an accelerated written procedure may be initiated by the CoSup Presidency.

#### C. Working languages:

1. The CoSup has only one working language, this being English.
2. All CoSup documents must be published in English.
3. All proposals and requests during a meeting must be produced in English.

#### D. CoSup Meetings:

1. A minimum of four meetings must be held during the school year.
2. The meetings must be held in a European School. In cases of *force majeure*, CoSup may exceptionally hold meetings virtually.
3. The meetings are closed, however, if the CoSup presidency deems it appropriate, they may be open to all students. The CoSup presidency can invite the director of the hosting school, or any other person concerned with the system for all or a part of the meeting; the decision about this should be made before the meeting. This means that any members must ensure an appropriate time gap to discuss an invitation before a meeting.

#### E. Qualified Majority Voting

1. Qualified Majority Voting (QMV) takes into account the vote of a PC and secondary pupils it represents. For a QMV vote each delegation of two representatives receives one vote. For a vote to pass a majority of votes is needed. Furthermore, this majority of votes must be representative of a majority of secondary pupils. The number of secondary pupils in each school will be determined by the most accurate numbers and figures available from the Office of the Secretary-General of the European Schools at the start of each school year.
2. The votes of all the schools should be clearly stated in the meeting's minutes, unless the vote occurred under article III. , in which case only the winners of the elections shall be clearly stated in the meeting's minutes.

#### F. Minutes distribution

1. At every meeting, should there be no Executive Secretary elected, a member should be designated to take notes and write the minutes.
2. The minutes should be approved by written procedure, and a final version of the minutes should be distributed during the next CoSup meeting. Should any disputes arise as to what has been discussed at a meeting, the minutes will serve as the official version.
3. An edited version of the minutes with all information that is not sensitive

must be publicly available to any student.

## **V. COUNCIL OF THE 14 PRESIDENCIES**

- A. At least twice per school year, the CoSup presidency shall convene a meeting of the presidencies of each of the PCs to meet virtually, on the platform of their preference. These meetings are hereafter called the Council of the 14 Presidencies.
- B. These meetings shall be chaired by one of the members of the CoSup presidency and shall have a distinctly different purpose to the CoSup meetings.
- C. These meetings will serve to harmonize local PC policy, share good practices, develop, and share good ideas from each PC that can be reproduced in each school at a local level, maintain each other well-informed about the situation in their schools.
- D. The council cannot make binding decisions, therefore there is no voting procedure, any decisions or proposals made by the council must be ratified during a CoSup meeting by the relevant PC's CoSup reps. or by written procedure with the CoSup representatives.
- E. An official agenda and proposal shall be made by the Executive Secretary in co-ordination with the CoSup presidency and all attendees.
- F. Due to the sensitive nature of some of the information shared within this council, all information shared shall be deemed "confidential" and shall not be shared outside of the council without the approval of the CoSup presidency.

## **VI. FINANCIAL RULES**

- A. CoSup should provide:
  1. Funds for the administration of CoSup and the running of its projects;
  2. Financial support to PCs experiencing financial difficulties;
  3. Financial aid for travel related to CoSup activities.
- B. CoSup is financed by the PCs of each European School. These payments are to be made four times a year.
  1. Each PC must pay an amount of money to CoSup. This amount is dependent on the financial situation of each PC. The PCs must pay by the following scheme:
    - Nothing if their final balance is below 500 EUR
    - $2.1 \times 10^{-6} \times final\ taxable\ balance^2 - 2,72 \times 10^{-3} \times final\ taxable\ balance + 25$  if their final balance is between 500 EUR and 7000 EUR
    - $\sqrt{final\ taxable\ balance - 7000} + 140$  if their final balance is above 7000 EUR
    - The details of the taxation system are expanded in a document produced by the CoSup Treasury Team and ratified by CoSup called "CoSup Tax Formula"

- C. All PCs must provide, to the presidency and the treasury, a bank statement of their account at the beginning of each school year and one week before every meeting. The amount to be paid by each school will be determined by the presidency and the treasurer before each meeting and will be announced to the rest of CoSup.
- D. The PC hosting a CoSup meeting is exempt from paying its fee given that their assets are below 2500 EUR at the time of the meeting.
- E. The dues to CoSup can either be transferred to the bank account or paid to the treasurer at the meeting.
- F. Each PC is compelled to pay their dues, without this, CoSup will not be able to function properly. If a PC has not paid their dues for a meeting, it is required to pay that debt, plus an additional 25% at the next meeting at the latest. If the PC does not react to this warning, CoSup will have to resort to other measures. The presidency, acting unanimously, may temporarily waive or postpone CoSup taxes for a PC in exceptional cases such as when the CoSup bank account is having its ownership transferred.
- G. Profits of any event organized by CoSup must be transferred to the bank account of CoSup.
- H. Any budgets and/or expenses should be agreed upon by QMV.

## **VII. MISCELLANEOUS RULES**

### **A. Responsibility:**

- 1. The CoSup president and vice-presidents are not responsible for any accidents, destruction or actions, which occur during the period of the meeting.
- 2. Any contracts signed by CoSup will always be signed by a member of the Presidency who is of age. The Presidency may choose to delegate said power to a member of CoSup who is of age. Contracts will always be signed in the name of CoSup, and any subsequent civil responsibility will fall upon CoSup as a whole, not upon specific members.
- 3. Each member (or its legal guardian, if minor) is responsible for their actions throughout the course of the meeting (from leaving home to returning home).
- 4. The members are responsible for informing their parents/guardians of this fact.

### **B. 13Stars Newspaper**

- 1. The Editor-in-Chief of the 13Stars Newspaper is elected and operates the Newspaper as described in the statute of the 13Stars Newspaper.

### **C. Entry into force**

These provisions, as approved by the Secretary-General on 16th October 2023, shall enter into force with retroactive effect on 1st September 2023.