

**Amadeus International School Vienna School Community Association (AVCA) – Statutes
(translated English version from the binding and registered German version)**

Preamble:

Explains that the wording used in the document is gender neutral and that the term “parents” includes parents and guardians.

§ 1. Name and location of the Association

The association bears the name “Amadeus International School Vienna Community Association” (hereinafter called AVCA or the association) and is located in Vienna.

§ 2. Purpose of the Association

(1) The association is a not-for-profit entity and strives for furtherance of the common weal.

(2) The association has three main roles:

(a) A supportive role

(i) Supporting AV’s goal and leitmotif of “Excellence in Education”

(ii) Supporting staff and students with school events, professional development, as well as fundraising for the acquisition and maintenance of school property, resources and activities

(iii) Supporting staff and students with school and sociocultural activities/projects

(iv) Supporting the collaboration of parents and the school with the respective external school authorities (e.g. IBO, Stadtschulrat)

(b) A communicative role

(i) Deepening parents understanding of the school’s academic and pastoral (PSHE) programs

(ii) contributing to the formation of an active parent’s community and giving voice to all parents

(iii) communicate parents’ appreciations, needs, concerns and hopes

(c) A consultative role

(i) Consulting school on existing and or new projects and activities (e.g. teacher awards, scholarships, guest speakers)

(ii) Offering consultation and supportive expertise for any school needs arising

§ 3. Means to fulfill the purpose of the Association

(1) The designated workings (non-material means) through which the purpose of the association should be achieved, are:

a) Conducting Meetings between parents, students, the school board, the leadership team and staff to discuss school matters aligning with § 2 Abs. 2,

b) Conducting informative presentations aligning with § 2 Abs. 2,

c) Organizing and running of events supporting the purpose of the association

d) Managing of in-kind and financial resources gained through various channels (e.g. Donations, income)

(2) The material resources through which the purpose of the association should be achieved, inter alia, are:

- a) membership fees,
- b) donations, collections, legacies and other (testamentary) contributions (endowments),
- c) proceeds of association events,
- d) other commercial side-activities

(3) The means of the association are to be used solely for the furtherance and fulfillment of the association's purposes mentioned in these statutes. Members may only receive benefits from the financial means of the association that comply with the association's purposes. No person may be favored through administration expenses that are disproportionately high or that do not comply with the purpose of the association.

§ 4. Membership

(1) Ordinary Members of the AVCA: only parents of current students of AV can become Ordinary Members; there is one membership per family, each registered child provides the legal parent(s)/guardian(s) with one vote. The parents have to communicate who of the two will be holding the vote. In case of disagreement the lot will decide. In case only one parent holds the custody, the vote will be transferred to that parent.

(2) Extraordinary Members of the AVCA can be Honorary Members, Advisory Members (staff, students and alumni of AV) or Associate Members (friends and supporters of AV).

(3) Honory Members can be appointed by the General Assembly. Associate Members have to be approved by the Council.

Acquisition of Membership

(4) Admission to AVCA is confirmed upon signing the membership form with detailed information of the member's full name, address and email (in case there is no email available postal delivery will take place at the acceding member's own risk).

Termination of Membership

The membership expires

a) upon a student's withdrawal or graduation from AV with the exception of honorary members. Memberships of elected Parent Council members expire with the General Assembly following the withdrawal or graduation of their child/children.

b) when a member resigns

c) Membership of parents, who have not paid the annual fee for more than 4 months despite 2 written reminders, can be cancelled from the list of members upon the Parent Council's decision. The cancellation has to be submitted in writing through the Parent Council. It can only become void if the unpaid fees are paid within two weeks after the notification (date of postmark or email.)

d) Members, who damage or violate the purpose of the AVCA, can be excluded by the board's decision (with the option to have the rightfulness examined by the General assembly)

§ 5. Rights and Duties of Members

(1) Members have the right to attend the General Assembly and Events of AVCA.

(2) Ordinary Members have active and passive electoral rights in the General Assembly. For the active electoral rights each member has as many votes as they have children attending the school at the time of the election. The voting right can be given to a representative. The power of attorney has to be submitted in writing (proxy) to the Secretary prior to or at the respective assembly. One representative can't hold more than 5 POAs.

(3) *Advisory Members have the passive electoral right for Advisory Positions within the entity of the AVCA. Exempt are members of the school's board and the school's worker's council. Honorary Members and Associate Members do not have rights and duties as outlined in § 5 with exception of the attending the assemblies.*

(4) *Staff and employees of AV, whose children attend the school, can be Extraordinary Members and as such have the same rights as all other Ordinary Members. Exempt are members of the school's board and the school's worker's council*

(5) *Members must pay the annual membership fees within the given deadline, and to further the purpose of the association in any way possible aligning with § 2.*

§ 6. Entities of the AV School Community Association

The followings are entities of the AVCA:

- a) General Assembly,*
- b) the Council*
- c) Community Panel,*
- d) Class Parent Representatives,*
- e) Two Cash Auditors,*
- f) the Secondary Student Council*
- g) the Task-Force Liaison Officers*
- h) Arbitrary Panel*

§ 7. Regular General Assembly

(1) *The Regular General Assembly takes place yearly within the first two months of the school year.*

(2) *The invitation for the Regular General Assembly has to be distributed in writing (letter, email or fax) at least 10 business days in advance. It has to include the agenda.*

(3) *The General Assembly is quorate regardless of the number of attendees; with the exception of the intended dissolution of the association.*

(4) *All resolutions, with exception of dissolution of the association, can be approved by simple majority. When there is an equality of votes, the president's vote decides.*

(5) *Minutes have to be taken at General Assemblies. These have to be shared with all members and the school leadership team within 10 business days via email. The next General Assembly will approve those.*

(6) *The General Assembly has the duty to*

- a) receive the activity report of the Community Council and Parent Panel;*
- b) receive the report of the Cash Auditors about financial conduct and the approval of the Parent Council's actions;*
- c) receive the financial report of the treasurer and the budget plans and break-downs for the next year,*
- d) vote the Parent Council for the duration of 1 year until the next vote;*
- e) vote for the cash auditors for the duration of 1 year;*
- f) make decisions about proposals of the Community Council, the Parent Panel or the Cash Auditors;*
- g) make decisions about proposals of members. They have to be submitted in writing to the Secretary 15 business days prior to the assembly;*
- h) make decisions about proposals of members submitted at the General Assembly, if time in AOB section allows it.*

- i) make decisions about the membership fees for the next year;*
 - j) make decisions about changes of the statutes;*
 - k) make decisions about appointment of honorary members;*
 - l) make decisions about the dissolution of the association;*
- (7) Re-election of members for any position permissible.*
- (8) All duties that have been not explicitly been assigned to the General Assembly are automatically in the field of duties of the Council*

§ 8. Non-regular Assembly

- (1) A non-regular Assembly is to be held within four weeks, if a majority of either the Community Council or the Parent Panel or a tenth of all members request one in writing.*
- (2) The regulations of invitations and votes for a Non-Regular Assembly are the same as for a General Assembly. A non-regular Assembly can also handle and decide about matters mentioned in § 7.*

§ 9. The Council

- (1) Members of the Council:*

- President*
- Vice President*
- Treasurer*
- Secretary*
- Advisory Members*
 - Secondary Student Council Members*

- (2) The members of the Council are elected for a period of 1 year by the General Assembly or until the next election.*
- (3) The Council is the governing body and manages the business of the association with the exception of decisions that are to be taken by the General Assembly.*
- (4) The Council prepares the General Assembly, manages the budget and drafts the financial report.*
- (5) The Council is quorate if all members have been invited to a meeting 10 business days in advance or all agree to an earlier date and half of the council is present. Decisions are valid by majority vote. In cases of voting tie, the president's vote decides. Meetings and decisions can also be done via email, fax or data sharing platforms if all members agree.*
- (6) The President leads and/or delegates all businesses of the association, all Assemblies, official meetings and represents the association to the outside.*
- (7) All official, written communications coming from the association need the signature of two Council Members, with the exception of daily business. Daily business is being signed by the President alone. For financial matters two signatures of the President or Vice President and the Treasurer are needed. (collective signatory power)*
- (8) The Secretary is responsible for agendas, meeting minutes and official correspondences.*
- (9) The Treasurer manages the finances of the association and drafts all financial reports. All financial actions have to be documented by the treasurer.*
- (10) The yearly according to the School Statues elected members of the Secondary Student Council participate in Council Meetings as Advisory Members.*

§ 10. The Community Panel

- (1) *The Community Panel consists of:
 - a) *one of the two class representatives of each class (main or vice) elected each year,*
 - b) *the Community Council**
- (2) *The Community Panel serves as a guiding entity and information platform for the association.*
- (3) *Panel Meetings will be chaired and called by the President regularly or if needed. The Panel also has to be called within four weeks if that is requested by a majority of Community Panel Members in writing.*
- (4) *The invitation and agenda for Panel meetings has to be conducted by the Community Council in writing and at least 10 business days in advance in writing.*
- (5) *The Community Panel is quorate regardless of the number of present members of the Community Panel at that time .*
- (6) *The Community Panel makes decisions by voting. Each class has one vote (one of the two representatives), each Council member has one vote.*
- (7) *The Community Panel can designate certain tasks (e.g. events) to voluntary members that are not in the panel or council.*
- (8) *Votes in Community Panel meetings can only be given personally.*
- (9) *For all Community Panel meetings minutes have to be taken.*

§ 11. The Class Representatives

- (1) *During the first month of school each class should elect two representatives (main and vice). For each student attending this class, their parents or guardians receive one vote.*
- (2) *The Parent Class Representatives*
 - a) *represent parents of their class in the Community Panel,*
 - b) *create communication and information platforms for their class parents,*
 - c) *support teachers with establishing a positive class/community climate,*

§ 12. Cash Auditors

- (1) *The General Assembly elects two Cash Auditors per year. They do not have to be members of the association. People with a finance or business background should be given preference.*
- (2) *The Cash Auditors have to audit and ensure that the budget of the association is used according to the purpose of the association and decisions made by the General Assembly, the Community Council and the Community Panel. Access to all documentation and accounts have to be given to auditors once per year (the association year starts on 01.Sept. and ends on 31. Aug.) before the General Assembly. Current Community Council Members cannot be elected as Cash Auditors.*

§ 13. Arbitration Panel

- 1) *Disputes arising out of the association's relationship shall be dealt with by an arbitral tribunal to be appointed by the parties in dispute.*
- (2) *Each of the contending parts elects two members of the association to arbitrators. These elect a chairman from the circle of the association members with a simple majority of votes.*
- (3) *The Arbitration Tribunal is only quorate in the presence of half of its members and decides by*

a simple majority of votes.

(4) No Appeal is allowed against his decision.

§ 14. The dissolution of the association

The Community Council has the right to put forward a request to call an assembly to dissolve the association. The dissolution has to be an agenda point announced in the invitation.

(2) The General Assembly is quorate regardless the number of present members at that time.

The voluntary dissolution can only be decided if at least half of the present members with voting rights vote for the dissolution. If there is a voting tie the vote of the president decides.

(3) This assembly has to decide about the liquidation of the association's assets and has to appoint a liquidator.

(4) The assets remaining after all open payments are done, may not in any kind benefit members of the association. In the case of voluntary dissolution and/or frustration of purpose the remaining assets must solely, entirely and immediately be distributed to a charitable, non-profit cause in the sense of that §§ 34 ff BAO is satisfied. Predominantly such charitable and non-profit causes must benefit the purpose of the association in respect to § 2 of the statutes.

(5) The latest Community Council has to publicly announce the voluntary dissolution in a written statement including the publication of the liquidator within four weeks after the resolution of the supervisory board to the government authority of associations.