



# STATUTES

## Article 1 - Constitution

- 1A. A professional association is constituted, for unlimited time, under the name of "Association Vaudoise des Ecoles Privées" (herefrom AVDEP), ruled by the current statutes and by the articles 60 and following of the Swiss Code of Civil Procedure.
- 1B. The head-office of the AVDEP is in Lausanne.

## Article 2 - Goals

The AVDEP aims to:

- maintain the quality and fame of private education in Vaud
- defend its members' professional interests
- develop solidarity and agreement ties among the members
- improve school organisation, educational and up-bringing methods
- offer common means allowing, for example, to get new students and teachers, to inform students' parents, to evaluate the present and future economic opportunities related to education
- foster, maintain and further ties and contacts with Vaud and the Confederation, as well as with all the Swiss and foreign school, political, economical and touristic bodies

## Article 3 - Members, conditions of membership

- 3A. Can be a member of the AVDEP any private school established in Vaud which offers, on a permanent basis, a full-year study cycle, with at least one of the following education curriculum:
  - primary, secondary, high-school and upper
  - languages
  - professionally or culturally committed



3B. The applicant must furthermore:

- testify for its existence over a minimum two year period
- produce, if applicable, an operating licence valid for at least 2 years
- specify the aims of the institution and its reliance on or membership to any political, religious, moral or financial group
- have entrusted its management to a head teacher who, if necessary, holds the management licence required by law, indicate his/her identity and detail his/her duties
- apply the collective working convention of private education
- commit itself to respecting the AVDEP's Head Teachers' Code of Ethics
- hold a nationally or internationally-recognised quality assurance certificate

3C. Only schools that fulfil all education-related conditions stated in the law and apply a serious, conscientious and leading-edge teaching curriculum are granted AVDEP membership. The titles attributed to professionally-committed schools must not resemble officially protected names.

The applicant commits itself to forwarding to the Committee a complete file with the following documents:

- the owners' and/or executives' names
- the head-teacher's name
- the detailed study curriculum
- the kind and type of exam prepared for
- the school-year calendar
- the school-rules (boarding and/or day-school)
- the advertising leaflet and the detailed conditions of admission as well as
- the financial conditions
- the list of teachers and their qualifications
- the salary scale and a model of the employment contract submitted to the teachers in compliance with the Collective Working Convention AVDEP/APPEP
- a list of references

3D. During the admission process which may last for two years, the applicant agrees to the visit of its institution by a Commission of at least three people named by the AVDEP. Moreover, it agrees to further periodical visits of its institution.

3E. An information letter notifies a new member's application to all its members. Any opposition has to be put down in writing within the time limit allowed.

3F. The Committee rules freely, without any necessity to motivate its decision. It will have to signify any negative decision by way of a registered letter addressed to the applicant which, in turn, is entitled to appeal to the general assembly within three months. The latter will vote by secret ballot. A majority of 2/3 of the votes is necessary to curb the Committee's decision.

3G. The applicant commits itself to duly collaborate with the AVDEP. It will take part in its activities and will duly pay its fees within the time limit allowed.



## Article 4 - Cessation of membership

### 4A. Membership ceases:

- by sending in a registered resignation letter to the Committee for the end of the calendar year
- by the closing down of the institution
- in case of trespassing the Statutes or the Code of Ethics or for any other fair reason
- when the conditions of membership are no longer fulfilled.

### 4B. Membership Preservation:

- in case of change of the executive and/or educational board, of educational targets or of registered name, the member-school has to inform the Committee within 30 days.
- for want of this piece of information, membership is lost and the process of affiliation has to be initiated from the start again.
- depending on the case, the documents to be produced are the following: a detailed organisation chart, the study curriculum and the diplomas, the titles as well as the qualifications of the head-board, the list of teachers, the management/teaching licences, the school statutes and rules, the salary scale and any other necessary document.
- if needed, the Committee proceeds to a visit.

### 4C. The decisions for deregistration are sent to the excluded member which may appeal to the General Assembly within 3 months. The assembly votes by secret ballot. A majority of 2/3 of the votes is necessary to curb the Committee's decision.

### 4D. The outgoing member loses all its entitlements to the assets of the AVDEP.

## Article 5 - Ressources

### 5A. The resources of the AVDEP are the following:

- contributions
- admission fees
- payment for some services
- donations

### 5B. The contributions, admission fees and payment due dates are set by the general assembly.

## Article 6 - Members' financial responsibility

The financial commitments of the AVDEP are guaranteed by its fortune only. The members are bound to statutory services only and do not personally answer for the social security liabilities.

## Article 7 - The bodies of the association

The bodies of the Association are as follows:

- the General Assembly
- the Committee
- the Auditors



## Article 8 - General assembly

- 8A. The General Assembly is the supreme authority of the AVDEP. It includes all the members of the association represented by their head-teacher or his/her representative. Each school is entitled to one vote.
- 8B. The General Assembly cannot make any decision unless 50% of its members are represented. The decisions are made by an absolute majority of the votes unless otherwise stipulated by the statutes.
- 8C. The General Assembly should be convened at least a fortnight in advance.
- 8D. The General Assembly can only rule on the subjects mentioned on the agenda. Can only be discussed the written suggestions sent to the president at least ten days beforehand.
- 8E. Among other things, it is up to the General Assembly:
- to make all the decisions assigned to it by the law or the present statutes
  - to alter the statutes
  - to adopt the accounts and the budget
  - to appoint the Committee and the President every year as well as two auditors and a deputy every other year
  - to appoint the members of the arbitration committee
  - to fix the yearly contribution as well as the admission fees
  - to decide for the dissolution of the AVDEP
- 8F. The Committee convenes as many extraordinary assemblies as necessary and whenever at least a fifth of the members asks for one.

## Article 9 - Committee

- 9A. The Committee includes five to nine members.
- 9B. The Committee has all the skills other bodies of the association do not, according to the present statutes and the law.
- 9C. The Committee gets itself organised autonomously. It appoints the Vice- President in particular as well as the Treasurer.
- 9D. The Committee can entrust the position of secretary or treasurer to a third party.
- 9E. The Committee can entrust one or several people with specific tasks, in the general interest of the members of the AVDEP.
- 9F. Decisions are made by a majority of the members present.
- 9G. A member of the Committee cannot sit longer than eight years at a stretch without the agreement of the General Assembly. The number of presidential terms of office is unspecified.
- 9H. The committee may exempt specific categories of school or schools in exceptional circumstances from the obligation of complying with certain articles in the collective working convention of private education.



## Article 10 - Auditors

- 10A. The ordinary general assembly appoints 2 Auditors and a Deputy every other year.  
They are entitled to reelection three times.
- 10B. The Auditors submit a report to the assembly.
- 10C. The Auditors can gain access to and check the books at any time.

## Article 11 - Revision of the statutes dissolution

- 11A. Any amendment to the statutes requires 2/3 of the votes.
- 11B. The decision for dissolution must be made by a majority of 2/3 of the votes.  
Under such circumstances, the General Assembly has to decide for the allocation  
of the social assets.

## Article 12 - Entry into effect

The present statutes repeal those of 24<sup>th</sup> November 1940, altered on 27<sup>th</sup> May 1941,  
5<sup>th</sup> June 1957, 29<sup>th</sup> June 1972, 24<sup>th</sup> November 1982, 8<sup>th</sup> June 1994, 22<sup>nd</sup> November 1996,  
26<sup>th</sup> November 1998 and 14<sup>th</sup> November 2002.

They enter into effect immediately after approval.

**The President**  
Alain Boss

**A member of the Committee**  
M.-L. Blancpain

Lausanne, 24<sup>th</sup> November 2002