

THE STAFF ASSOCIATION OF THE INTERNATIONAL SCHOOL OF GENEVA

REGULATIONS

CHAPTER 1: Name and domicile:

ARTICLE 1. The Staff Association of the International School of Geneva, hereafter referred to as the Staff Association, is an association under Articles 60 - 79 of Swiss Civil Law.

ARTICLE 2. The domicile of the Staff Association is located in the Canton of Geneva. Its duration is indefinite.

CHAPTER 2: Objectives:

ARTICLE 3. The objectives of the Staff Association are:

- a. To promote and preserve the international character of the Foundation of the International School of Geneva (hereafter the Foundation) in all its activities.
- b. To promote the pedagogical and material resources necessary to the welfare of the Foundation.
- c. To defend the professional rights of its members and those of Foundation employees.
- d. To safeguard and enhance the working conditions of Foundation employees, guaranteeing equal treatment for all employees in accordance with Swiss Law and the Foundation's Collective Employment Agreement, taking into consideration the needs related to the preservation of the Foundation.

CHAPTER 3: Membership:

ARTICLE 4. Membership of the Staff Association shall be open to all employees of the Foundation. Members, as well as non-members, whose employment contract is subject to a Collective Employment Agreement (CCT) signed by the Staff Association are designated hereafter as CCT Staff.

ARTICLE 5. Applications for admission must be presented in writing to a Committee Member using the official application form.

ARTICLE 6. Upon admission membership fees are due.

ARTICLE 7. Resignations, which must be submitted in writing to the President, come into effect at the end of the school year in which they are received.

ARTICLE 8. Any Member whose conduct is deemed detrimental to the objectives of the Staff Association or who fails to pay their membership fees may be expelled. Expulsion is recommended by the Committee but must be confirmed by a General Assembly.

Confirmation requires a majority of 90% of the Members present at the General Assembly.

ARTICLE 9. The Committee shall designate one of its members to be responsible for maintaining an accurate and up-to-date membership roll. The membership roll is confidential.

CHAPTER 4: Collective Agreements and Partnerships

ARTICLE 10. The Committee is responsible for organising the election of a Staff Negotiating Team for the negotiations of the CCT with the Foundation Governing Board and Management.

ARTICLE 11. The establishment, renewal or termination of a CCT by the Staff Association requires the approval of the General Assembly. The approval process must include consultation with CCT Staff via assemblies, ballots and/or surveys.

ARTICLE 12. The Staff Association shall recognize one or more Swiss unions as partners (hereafter Partner Unions), who shall act as CCT co-signatories. The Committee shall maintain regular contact with Partner Unions. The recognised Partner Unions at the time of the adoption of the present regulations are the Syndicat des Services Publiques (SSP) and Unia.

CHAPTER 5: The Organs of the Staff Association:

ARTICLE 13. The organs of the Staff Association are: the General Assembly, the Campus and Unit Assemblies, the Committee and the Executive Committee.

ARTICLE 14. The General Assembly is the supreme authority of the Staff Association and must meet at least once during the first six months of each calendar year. This meeting shall be the Annual General Assembly. Extraordinary General Assemblies may be called by the Committee or at the written request of 20% of Staff Association Members. Any such request should be addressed to the President. All Members are entitled to attend. The Committee alone is entitled to organize proxy voting during General Assemblies.

ARTICLE 15. The Campus and Unit Assemblies may meet whenever an issue arises that is specific to a campus or a unit within a campus. They may be called by the Committee or at the written request of 50% of Staff Association Members at the campus or unit. All Staff Association Members from the campus or unit and Committee Members are entitled to attend. At least one Committee Member must attend. The Campus and Unit Assemblies cannot make decisions that are binding but may make recommendations to the Committee. The Committee must respond within ten working days.

ARTICLE 16. The General Assembly and Extraordinary General Assemblies are convened ten working days in advance by means of Foundation email. Campus and Unit Assemblies are convened five working days in advance by email at the relevant campus or unit.

ARTICLE 17. The convocation notices must establish the agenda for these Assemblies. No decision may be taken on items that are not on the posted agenda.

ARTICLE 18. Unless otherwise specified in these regulations, the Committee alone shall be authorised to act in the name of the Staff Association. The Committee of the Staff Association must meet at least once each term or when requested by the President or a majority of Committee Members. The President may invite any Staff Association Member or third party to observe all or part of a Committee meeting. Any Staff Association Member or CCT Staff Member may address the Committee during one of its meetings, provided that the President is informed of the topic(s) and of the participants 5 working days in advance. The Committee must submit a report on its activities to the Annual General Assembly.

ARTICLE 19. The Committee shall consist of Unit Representatives, Co-opted Committee Members and Committee Appointees. In accordance with Articles 24-27, Unit Representatives are elected by Staff Association Members, and CCT Staff, working in a unit. Each unit may elect up to two Representatives. The recognised units at the time of the adoption of the present regulations are listed in Annex 1. They may be modified by the Committee to reflect changes in the structure of the Foundation. Committee Appointees are appointed by Partner Unions. Each Partner Union may appoint one of their members who is an employee of the Foundation and a Staff Association Member.

ARTICLE 20. The Committee may mandate Staff Association Members or third parties to represent the Staff Association on specific issues. It may also establish working parties to study problems and report back.

ARTICLE 21. Decisions taken by the Committee shall only be valid if a majority of Committee Members are present.

ARTICLE 22. The Committee shall designate one of its members to be responsible for the maintenance of the Staff Association Archive, which shall include all decisions taken by the various organs of the Staff Association, as well as any other information necessary for the smooth running of the Staff Association.

ARTICLE 23. The Executive Committee represents the Staff Association in meetings with the Foundation's Director-General, his or her delegates, and/or members of the Governing Board. The Executive Committee is composed of the President and five additional members chosen in accordance with Articles 28-29.

CHAPTER 6: Elections and Terms of Office:

ARTICLE 24. The Committee is responsible for the organisation of the election of Unit Representatives. The regular, biennial elections shall take place in May and shall be organized by unit. They must take place during the same week. The Committee may decide to hold an interim election at any time for a unit which, for whatever reason, does not have any Unit Representative.

ARTICLE 25. The Committee shall announce the forthcoming elections to Staff Association Members and CCT Staff at least fifteen working days in advance.

ARTICLE 26. Eligibility for election is limited to Staff Association Members. Candidates for election or re-election to the Committee must announce their candidature, in writing, to the designated Committee Member, ten working days before the date of the election. A list of candidates shall be posted at this time. Other Members may then indicate their candidature to the President, in writing, until five working days before the election. At this point the list of candidates shall close and a definitive list of candidates be posted.

ARTICLE 27. Election is by secret ballot. Staff Association Members and CCT Staff are eligible to vote in the election organised at their unit. Staff working in more than one unit may participate in the election of each unit in which they work. Participation in the elections of Cross-Campus Units, however, is reserved for non-teaching members of staff whose work is not confined to a particular school on campus. Eligible voters shall receive a maximum of two votes and may not cast more than one vote per candidate. To be elected, a simple majority of participating voters must vote for the candidate. In addition, for elections in which there are more than two candidates, the two candidates receiving the most votes shall be elected.

ARTICLE 28. The Committee serves for two years beginning at the start of the school year following the regular elections of Unit Representatives. Following the regular elections, elected and re-elected Unit Representatives, and Committee Appointees whose term overlaps with that of the incoming Unit Representatives' term, shall meet. Thus constituted, the incoming Committee may co-opt up to four other Staff Association Members to ensure that all Categories of Staff listed in Annex 2, as well as the areas of expertise necessary to fulfil Staff Association objectives, are represented and shall appoint a President and Treasurer from amongst its members. Co-opted members, the President and the Treasurer serve until the end of the term of the Committee that had chosen them. Representatives elected via an interim election serve until the end of the term of the Committee that has organised the interim election. The term of office for Committee Appointees is determined by the appointing Partner Union.

ARTICLE 29. Executive Committee Members serve for one year beginning at the start of a school year. Prior to the start of each school year, the Committee must name those of its members who are to serve on the Executive Committee. The Committee may designate one Executive Committee Member per Foundation campus to serve as a Vice-President.

CHAPTER 7: Financial Obligations:

ARTICLE 30. Members of the Staff Association shall pay an annual subscription.

ARTICLE 31. The amount and method of payment shall be proposed annually by the Committee and approved by the Annual General Assembly. The Committee may also propose to the General Assembly to exempt specified categories of Members from the requirement to pay the annual subscription.

ARTICLE 32. The collection of the annual subscription shall be organised by the Treasurer and take place during the first term of the school year.

ARTICLE 33. The financial year begins on 1 September and ends on 31 August of each year. The Treasurer shall keep accurate records of the income and expenditures of the Staff Association and present a written report to the Annual General Assembly for approval. These records are audited once per year by two Staff Association Members named during the preceding year's Annual General Assembly.

ARTICLE 34. The funds of the Staff Association shall be devoted to expenses directly related to the fulfilment of its objectives, and other expenses of a welfare or social nature.

ARTICLE 35. The Staff Association shall be responsible for obligations contracted in its name. No individual Member may be held responsible for such obligations.

ARTICLE 36. The President and Treasurer have collective signature authority in financial matters.

CHAPTER 8: Amendments to the Regulations:

ARTICLE 37. Any amendment to the present regulations must be submitted, in writing, to the Committee. Amendments may be adopted by the Annual General Assembly, if attended by 51% of Staff Association Members, or by a simple majority of Members voting in a postal or electronic ballot organised by the Committee.

CHAPTER 9: Dissolution of the Staff Association:

ARTICLE 38. Any resolution to dissolve the Staff Association must be submitted to the Committee and approved by 90% of all Staff Association Members in a secret ballot organised by the Committee. In the event of dissolution, the final Annual General Assembly shall dispose of the funds of the Staff Association in a way which, if possible, is in accordance with one or more of the Staff Association's objectives. In no event shall the funds be returned to Staff Association Members.

CHAPTER 10: Circumstances not covered by these Regulations:

ARTICLE 39. In circumstances not covered by these Regulations, reference shall be made to the appropriate legal text(s) in force in the Canton of Geneva.

The present Regulations, adopted by the membership on -----, replace all previous texts pertaining to staff representation. In the event of any dispute, the English language version shall be decisive.

Josephine Hamani-Aufdermauer
President

Caron Vibert
Treasurer

ANNEX 1
(Article 19)

The units of the Foundation at the time of the adoption of these regulations are:

LGB Primary School

LGB Middle School

LGB Secondary School

LGB Cross-Campus (reserved for non-teaching members of staff whose work is not confined to a particular school on campus)

Campus des Nations Primary School

Campus des Nations Secondary School

Campus des Nations Early Years

Campus des Nations Cross-Campus (reserved for non-teaching members of staff whose work is not confined to a particular school on campus)

La Châtaigneraie Primary School

La Châtaigneraie Secondary
School

La Châtaigneraie Cross-Campus (reserved for non-teaching members of staff whose work is not confined to a particular school on campus)

Foundation Administration (reserved for administrative staff whose work is not specific to a particular campus)

ANNEX 2
(Article 28)

The categories of staff at the time of the adoption of these regulations are:

Teaching Staff

Classroom Assistants

Pedagogical Support Staff

Administrative Staff

Technical Staff