

Translation⁰

RULES OF PROCEDURE

1. PRELIMINARY REMARKS

These rules of procedure contain the guidelines for implementation of the „Articles of Association (AoA)“ from the 23 November 2016 of the „Swiss Educational Association (SEA)“ Bangkok, as set forth in article 5.15 of the AoA.

2. HISTORIC DEVELOPMENT AND GOALS

2.1 The Swiss Educational Association in Bangkok was founded on October 5 1962, with the aim of supporting a German-speaking Swiss primary and secondary school in Bangkok, that follows the curriculum for public schools in Switzerland, subject to approval of the Canton of Lucerne. Since 1982, the school has been the "Swiss Section" of the "Ruamrudee International School". It is a Swiss School Abroad according to the "Federal Law on the Impartation of Swiss Education Abroad" of 21 March 2014 (Law on Swiss School SSchG)¹ and the Directive on the Impartation of Swiss Education Abroad of 28 November 2014 (Swiss School Directive, SSchV)², which is run by SEA on a private basis.

2.2 The school offers to German-speaking and other students in Thailand an education that corresponds with the Swiss guidelines and leads to the Matura (Swiss maturity) examination (officially recognized by the Federal Department of Home Affairs on 3 July 1995). This gives students the opportunity to study at a university in a country of their choice.

2.3 The Federal Republic of Germany supports the school financially and by posting foreign-service staff. On 25 November 1994, the "*Bund-Länder-Committee*" has granted to the school the right to hold on a yearly basis examinations for the completion of Secondary I annually under the supervision of a representative of the Standing Conference of the Ministers of Education and Cultural Affairs (*Hauptschule* after grade 9, *Realschule* after grade 10 and entitlement to Secondary II. All students of the RIS Swiss Section – Deutschsprachige Schule Bangkok must participate in the final examinations according to their assessment (A-, B- or C-qualification).

3. MEMBERSHIP AND TUITION FEE

3.1 In order for a child to be enrolled at RIS Swiss Section – Deutschsprachige Schule Bangkok, its parents or holders of parental authority must be members of the Swiss Educational Association.

⁰ This is a translation of the German version. The German version is binding.

¹ SR 418.0

² SR 418.01

3.2 Annual subscription fee of the Swiss Educational Association

Ordinary membership	10,000.--	THB
Corporate membership	15,000.--	THB
Honorary membership	free	
Teachers without children at the school (counted as ordinary members)	2,500.--	THB

3.3 One-time entrance fee for RIS Swiss Section - Deutschsprachige Schule Bangkok

Upon entry to RIS Swiss Section – Deutschsprachige Schule Bangkok, a one-time, non-refundable entrance fee of 165,000 THB is due for each child.

3.4 Financing of the school building

All registered students must contribute towards funds to the construction cost of the school building.

Student guardians must pay a repayable, interest-free loan of 200,000.- THB per child to the Swiss Educational Association. The SEA will issue a numbered loan certificate containing the name of the holder and the child concerned. If the student leaves the school, the loan can be transferred to another student or the student's total amount of 200,000 .-- THB will be refunded by SEA to the holder within three months after the child has left the school at the latest . This refund will only be done under the condition that the student's guardians have already fulfilled all financial responsibilities towards the RIS Swiss Section – Deutschsprachige Schule Bangkok. Instead of the interest-free loan, an annual registration fee can be paid to the RIS Swiss Section - Deutschsprachige Schule Bangkok (c.f. to 3.5.2).

3.5 Annual Tuition and Registration Fee for RIS Swiss Section – Deutschsprachige Schule Bangkok

3.5.1 Tuition Fees

The annual tuition fee is proposed by the Executive Committee of SEA and decided upon by the Annual General Meeting. It is payable before the beginning of each semester, in two halves, at the latest by June 1st for the first semester and by December 1st for the second semester. If the due amount is not paid on time without a reason, a written reminder will be issued. For late payments of the tuition fee, an interest of 1.5% may be charged on the outstanding amount per month. If a student enters the school during the semester, the tuition fee is calculated on a pro rata temporis basis. If a student leaves the school during a semester, the tuition fees will be reimbursed according to the annual tuition and fee policy agreement.

3.5.2 Yearly Registration Fee

As an alternative to the payment of the interest-free loan (c.f. 3.4), an additional non-refundable registration fee of 20,000.- THB per child and semester can be paid to RIS Swiss Section – Deutschsprachige Schule Bangkok.

3.5.3 Registration

A child is only considered to be officially enrolled when all documents have been submitted and the one-time entrance fee (see 3.3), the interest-free loan (see 3.4) or the registration fee (see 3.5.2), the tuition fee (see 3.5.1) as well as the membership fee for the SEA (see 3.2) have been paid. Students who have been granted a reduction of their tuition fee according to 3.5.4 are also considered to be enrolled.

3.5.4 The Executive Committee can grant a reduction or an exemption of the tuition fees to students who can prove that they are unable to afford to pay it. A written application must be submitted to the Executive Committee before the beginning of each school year for a tuition fee reduction or exemption. Children in the kindergarten are not entitled to a reduction.

4. EXECUTIVE COMMITTEE

4.1 The school management is to be invited to the Executive Committee's meetings. It is its task to advise and / or inform the Executive Committee of the necessary changes to achieve the objectives set out in section 4.2. The representatives of the school management participate in the discussions, but have no right to vote.

4.2 One elected teacher representative each both the primary and secondary school who are not members of the school management team are to be invited to the Executive Committee's meetings and participate in the discussions, but have no right to vote. The teacher representatives are not present at proceedings that affect them or their colleagues personally, as well as in votes, unless the Executive Committee explicitly wishes for them to be present.

4.3 One representative each of the Embassies of Switzerland, the Federal Republic of Germany and Austria is to be invited to the Executive Committee's meetings and to the General Meetings of the SEA. They attend the meetings of the Executive Committee as observers without a right to vote.³

4.4 The Executive Committee's Tasks

4.4.1 is responsible for the school's assets,

4.4.2 elects the Principal, deputy Principal, and confirms the heads of primary and secondary school,

4.4.3 elects teachers, whose main employment is with the school upon recommendation by the competent subcommittee and school management team.

4.4.4 nominates the administrative staff, upon recommendation by the Principal,

4.4.5 defines the terms of employment for teachers and administrative staff,

4.4.6 ensures a secure management of all of SEA's capital and material assets

5. BUDGETING

5.1 The Principal is responsible for the payment of the expenses approved in the annual budget.

5.2 Expenditures or investments that have not been previously approved in the annual budget must be approved as follows:

5.2.1 Single expenditures up to the amount of 150,000.—THB are to be approved by the Principal,

5.2.2 Single expenditures up to the amount of 250,000.—THB are to be approved by the Principal after consultation with SEA's treasurer,

³ According to art. 22, paragraph 1 of the regulations on Swiss education abroad (*Schweizerschulverordnung*, SSchV; SR 418.01)

- 5.2.3 Single expenditures up to the amount of 1,000,000.—THB are to be approved by the Executive Committee.
- 5.2.4 Single expenditures higher than 1,000,000.—THB are to be approved by the General Meeting.

6. TEACHING MATTERS

- 6.1 The Executive Committee approves:
 - 6.1.1 The promotion regulations, as proposed by the school management, according to the legal provisions of the Canton of Lucerne
 - 6.1.2 The curriculum as proposed by the school management team and the table of class hours per week according to the legal provisions of the Canton of Lucerne.
 - 6.1.3 the school regulation, as well as
 - 6.1.4 the duties and responsibilities of the Principal as well as the Heads of Departments
- 6.2 The Executive Committee, through the school management team, maintains a relationship with the authorities and organizations in educational matters of the school.

7. SCHOOL MANAGEMENT

The Principal and the three Heads of Department (Secondary school, Primary school and Administration) form the school management team. The Head of Secondary school is at the same time the Deputy Principal. He or she is appointed by the Central Agency for German Schools Abroad. The school management is responsible for all operational aspects of the school, in particular for all educational and administrative matters, except those that explicitly fall within the responsibility of the Executive Committee.

If required, Members of the Executive Committee may attend meetings of the school management. The student council representatives have the right to join in certain tasks (attendance at the general teachers meeting, the school development group).

The Head of Administration works under the Principal and is responsible for all administrative matters of the SEA and RIS Swiss Section - Deutschsprachige Schule Bangkok.

8. REGISTRATION AND EXPULSION

Registration to and expulsion from the school are regulated in the school regulations sections II and IV.

9. REPRESENTATIVES OF INTEREST GROUPS

9.1 PARENTS' COUNCIL

9.1.1 Parents' Representative

The spokesperson of the Parents' Council is the Parents' Representative elected by the General Meeting (AGM or EGM) of the SEA. He or she calls the constitutive meeting of the Parents' Council and is subsequently chairing it. He or she brings into the Executive Committee the concerns voiced by the Members of the Parents' Council.

9.1.2 Election of the individual members of the Parents' Council

At the beginning of each school year, the parents or legal representatives of the students in each class - if decided so by secret ballot - elect a Class Representative as a member of the Parents' Council as well as a deputy. The Class Representative or, in his or her absence, his or her deputy, participates in the meetings of the Parents' Council.

9.1.3 Function of the Parents' Council

The Parents' Council is an advisory body that mainly deals with educational and organizational issues. It represents the interests of students, parents and guardians towards the school. The Parents' Council consists of the Class Representatives of every class and meets under the chairmanship of the Parents' Representative.

The respective Class Representatives are in close contact with the homeroom teacher and the other parents or guardians of their respective class. He or she informs the parents or guardians about the meetings of the Parents' Council and serves as a link to the school.

9.2 TEACHERS' REPRESENTATIVES

The Teachers' Representatives consist of one representative from the Primary and one from the Secondary School. They are elected annually at the General Teachers' Conference. Their task is to represent the teaching staff in various school bodies.

9.3 STUDENTS' REPRESENTATIVES (SMV)

The tasks, rights and obligations of the SMV are defined in the Rules of Procedure for the Student Administration of 16 January 2007. The SMV may submit proposals to the Principal. These must be answered within a reasonable time, but no later than 10 school days after the application has been submitted.

10. AMENDMENTS TO THE RULES OF PROCEDURE

Proposals to amend the present Rules of Procedure may be submitted to the Executive Committee by every Ordinary Member of SEA. The Executive Committee has the right to reject the proposals submitted by a simple majority. If a proposal is accepted, it must be submitted to the General Meeting for approval.

This also applies if the Executive Committee rejects a proposal and a motion for reconsideration is filed. In this case, the proposal must be supported by at least 10% of all Ordinary Members.

11. OVERSIGHT OVER THE SCHOOL

- 11.1 The Embassy of Switzerland in Bangkok has the oversight over the school. The superintendence is with the Federal Office of Culture at the Federal Department of Home Affairs in Switzerland. The subject of the oversight concerns the school's well-functioning and its legal compliance.⁴
- 11.2 The pedagogical oversight lies with the Canton of Lucerne.

12. DISPUTE SETTLEMENT

Disputes within the framework of these Rules of Procedure have to be settled amicably.

If no amicable settlement can be reached, the dispute should be settled by means of mediation of the Swiss and German Ambassadors as well as with a neutral third chairperson, to be appointed by them.

13. LAWS AND REGULATIONS

- 13.1 „Articles of Association“ of 23 November 2016
- 13.2 School Regulations of 17 November 2016
- 13.3 Federal Law on the Impartation Swiss Education Abroad of 21 March 2014.
- 13.4 Directive on the Impartation of Swiss Education Abroad of 28 November 2014.
- 13.5 Act concerning the Promotion of German Schools Abroad (Foreign Education Act – AschulG) of 26 August 2013.
- 13.6 Administrative Provisions of the Ministry of Foreign Affairs to Promote Schools Abroad of 4 June 2014.
- 13.7 Regulations concerning report cards, grading and promotion in primary school grades 1 to 6 of 1 August 2005.
- 13.8 Regulations concerning the transfer from 6th grade of Primary School to Secondary School I of 1 August 2005.
- 13.9 Promotion Regulations for *Realschule* secondary school of August 2008.
- 13.10 Promotion Regulations for *Realschule* of 1 August 2008.
- 13.11 Promotion Regulations for *Untergymnasium/Gymnasium* secondary school of 1 August 2008.
- 13.12 Regulation concerning the Admission to *Gymnasium* Secondary School of 26 May 2012.

⁴ See. Art. 2.1 of the directive of the Consular Directorate and the Federal Office of Culture for "supervision of Swiss schools abroad and on training outside the Swiss schools" (911-1-D)

- 13.13 Regulation concerning the Maturity Exams in the Canton of Lucerne of 23 May 1970, issued on 1 August 2008.
- 13.14 Regulation concerning the Maturity exams for the *Gymnasium* Secondary School of RIS Swiss Section – Deutschsprachige Schule Bangkok of 1 August 2008.
- 13.15 Examination Regulations for German Schools Abroad with ascending classes up to grade 10 to enter the qualification phase of the *Gymnasium* secondary school, Decision by the Standing Conference of the Ministers of Education and Cultural Affairs of 12 December 2007.
- 13.16 Examination Regulations for graduation from lower secondary education (*Hauptschule* and *Realschule*) at German Schools Abroad, Decision by to the Standing Conference of the Ministers of Education and Cultural Affairs on 12 September 2007.

14. ENTRY INTO FORCE

All previous Rules of Procedure are here with revoked.
These rules were adopted by the Annual General Meeting of the Swiss Educational Association on 23 November 2016 and replace all previous Rules of Procedure.

15. ORGANISATIONAL CHART

SEA and RIS Swiss Section – Deutschsprachige Schule Bangkok

