

*European School Heads Association  
Europäische Schulleitervereinigung  
Association Européenne des Chefs d'Établissements*



## **ESHA RULEBOOK**

ESHA RULES AND REGULATIONS  
FOR NATIONAL COORDINATORS  
(from 2003)

*last revision : 3-2007, Luxembourg*

### **ORGANISATIONAL STRUCTURE OF ASSOCIATION**

#### **The General Board (GB)**

**The GB consists of:**

**The President**

**The past-president or the President-elect (alternatively)**

**The General Secretary**

**The Treasurer**

**1 member from each member organisation**

**Standing Orders regulate the functioning of the GB.**

#### **The Executive Board (EB)**

**The EB normally consists of five positions:**

**The President**

**The past-President or The President-elect (alternatively)**

**The General Secretary**

**The Treasurer**

**1 additional member elected annually**

**Since 2006 the ESHA Administration and Secretariat are split into two offices:**

**Financial affairs (Bank address and registered office are in the Office of School Managers in Utrecht)  
Secretariat follows the current presidency with the additional support of the General Secretary -  
Secretariat and the General Secretary support the work of both the GB and the EB**

#### **The National ESHA Coordinator**

**The National ESHA co-ordinator is the person who represents the national Heads Association(s) of his country, in the case of some European projects only one person per country is invited.**

**The National School Heads Associations (NSHA) One or more school heads associations in any country can be member(s) of ESHA.**

**Heads and Deputy Heads of All Schools ESHA wants to represent all School Heads and Deputy Heads in primary and secondary education at the European level.**

## **I. ESHA VADEMECUM FOR MEMBERS AND COORDINATORS**

### **EB – Executive Board**

**The ESHA President  
The Past President or  
The President Elect  
The General Secretary  
The Treasurer  
1 additional member**

### **GB – General Board**

**Executive Board (see above) +  
1 representative per member  
Association or  
1 member per NSHA (when  
needed)  
European Secretariat  
Officer / Assistant Secretary  
NSHA  
(National School Heads Association  
(when needed)  
Heads and Deputy Heads of an Association**

## **II. ESHA BOARD MEETINGS AND MEMBERS**

### *The General Board (GB)*

**2.1. The ESHA GB meets at least twice a year:  
once in Spring  
once in Autumn  
the meetings are prepared by the Executive Board.**

**The main parts of these meetings usually are:**

**a study of the host country's educational system and the national developments in education**

**workshops and discussion sessions on important educational issues in Europe; on educational European projects set up by ESHA or with ESHA involvement; on how to advise or influence European politics in educational matters**

**ESHA housekeeping business: membership, membership fees, budget proposals, election of new EB members, etc.**

**ESHA GB is hosted by one of the local Associations**

**ESHA members pay their own travelling costs**

**The host organisation pays the hotel accommodation (one representative per member organisation) and dinners**

**2.2 The tasks of the GB are, among others:**

**discussion and advice on important (inter)national topics of education**

**electing the Executive board**

**determining general policy of influencing Brussels or national ministries**

**determining the annual budget**

**determining the annual programme**

helping to prepare the bi-annual conference  
the nomination of permanent and ad hoc committees  
discharging of the Treasurer from his task after the yearly accounts have been settled

### **2.3 Tasks of the GB members:**

to represent their association in the GB meetings and to report periodically to ESHA and to their own national associations  
to fulfil special tasks in the GB, such as taking part in committees or taking responsibility for areas of special attention  
representing ESHA in their home country

#### *The Executive Board (EB)*

### **2.4 The ESHA EB meets at least four times a year:**

it prepares the meetings of the GB  
it takes care of the implementation of the policies and decisions of the GB  
it is often combined with meeting experts, discussing or setting up projects, visiting representatives of national associations

### **2.5. President's tasks:**

to chair the General, the Executive Board and other meetings set up by ESHA  
to represent ESHA, assisted in this by the past-President and/or by the President-elect (representative task)  
to put forward proposals for new projects  
to support ESHA projects

### **2.6 Past-President's or President-elect's tasks:**

to replace the President, if necessary  
to assist the President in his representative tasks  
to represent ESHA in external relations, assisted in this by the General Secretary, The Treasurer and other members of the General Board  
to have responsibility for the ESHA Databank, archives and the strengthening of the national centres

### **2.6 General Secretary's tasks:**

to have responsibility for the secretarial work of ESHA, including the Secretariat itself  
to keep the ESHA Directory up to date  
to support national centres/associations, on request  
to support the ESHA-offices where and whenever necessary  
to prepare the agenda of EB and GB meetings  
to replace the past-President or the President-elect and assist him in external relations  
to take responsibility for reporting the EB and GB meetings as well as for the general communication between EB and GB

### **2.7 Tasks of the Secretariat:**

to inform the Board and the member organisations about ESHA by letter, by email  
and by telephone  
to support ESHA projects

to provide secretarial assistance at ESHA-conferences  
to produce and distribute conference reports  
to inform ESHA members about the various European programmes  
to inform ESHA about national agencies and carry out programmes

#### 2.8 Treasurer's tasks:

the treasurer works together with the financial accountant in the Utrecht office  
to have responsibility for the financial management of ESHA and its fund raising  
to send invoices to national associations  
to remind the national associations to pay their annual contributions

### III. MEMBERSHIP

Member associations of ESHA pay a membership fee of 1,3 €per member, with a minimum of 200 €  
The following proposal by ESHA Executive Board was discussed and accepted by the General Board at the meeting of September 26th 2002 in Tallinn, Estonia:

to leave unchanged the minimum fee of 200 €up to 154 members  
to leave unchanged the individual fee of 1,3 €per member over 154 and up to 5000 members  
for membership from 5001 to 10000, the fees will raise for every 1000 members, as follows:

5000 members = 6.500 €

5001-6000 members = 7.400 €

6001-7000 members = 8.200 €

7001-8000 members = 8.900 €

8001-9000 members = 9.500 €

9001-10000 members = 10.000 €

10001 members up, the fees will raise by 500 €every 5000 members with an upper limit, not to be exceeded in any case, of 15.000 €

Membership fee for Eastern European Associations can be free the first year (observer status).

The second year observer associations should pay at least the minimum to prepare for full membership of ESHA the following year.

The third year the association should pay the normal rates outlined above.

### IV. CONDITIONS FOR ORGANISING THE BIENNIAL CONFERENCE

A letter officially confirms the organisation of a biennial ESHA conference.

ESHA Executive Board cooperates intensively in finding and asking speakers for the conference and in promoting the conference within ESHA member associations and across Europe as a whole.

The conditions under which a national association takes up the organisation of the conference are listed in the annex.

*Dr. Burkhard Mielke ESHA President*

*Jorma Lempinen ESHA General Secretary*

*Luxembourg*

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