

Articles of Association

Schools for Health in Europe network foundation

§ 1. Name

Schools for Health in Europe network foundation

§ 2. Aims of Schools for Health in Europe network foundation

2.1 The aim of the Schools for Health in Europe network foundation (SHE) is to support the development and implementation of school health promotion in the European region and worldwide, everything in the broadest sense. The Schools for Health in Europe network foundation will:

- provide information about school health promotion;
- advocate for school health promotion;
- share good practices, expertise and skills;
- provide support and professional development of SHE network foundation members;
- encourage research on school health promotion.

2.2 The Schools for Health in Europe network foundation focuses on making health promoting schools and school health promotion a more integral part of policy development in both the education sector and the health sector in Europe. SHE will encourage each member country to develop and implement a national policy on health promoting schools, building on the experiences within the country, within Europe and abroad. Such a policy will also be supported by enabling schools to actively take part in a wider community in Europe.

2.3 The foundation is non-profit making.

§ 3. Methods of working

3.1 In the Schools for Health in Europe network foundation the following methods of working will be used to achieve the overall aim:

- a) to act as the platform for professionals active in school health promotion;
- b) to stimulate professional exchange on theoretical, conceptual and methodological development in school health promotion, including re-search and good practice;
- c) to stimulate the development and extension of partnerships between health, education, youth and other appropriate sectors at the Europe-an, national and regional level;

- d) to advocate for the importance of school health promotion on any relevant agenda on a national and European level;
- e) to provide support for national, regional and local development and implementation of school health promotion strategies and policies;
- f) to identify and disseminate knowledge, expertise, consultancy and good practice on school health promotion in Europe and worldwide;
- g) to support development of links between school communities and students to facilitate exchange of learning and practice.

§ 4. Schools for Health in Europe network foundation membership

4.1 National representative

The national representative (or national coordinator) of SHE plays a central role in the Schools for Health in Europe network foundation. They are the official representatives of the member countries of SHE.

A national representative of the Schools for Health in Europe network foundation:

- is preferably appointed by the Ministry of Education and the Ministry of Health;
- acts as the key person for SHE in the development of school health promotion in her/his country with a strategic position and an accepted status.

The national representatives of SHE can be replaced during the SHE assembly meeting. SHE national representatives are represented in the SHE board (cf. 11.2). Election of the SHE board takes place during the general SHE assembly meeting.

4.2 Regional representative

It is possible for regional or subnational networks on health promoting schools to be a member of the SHE network foundation. This will support the further networking and exchange of school health promotion in the country and on a European level.

A regional representative of the Schools for Health in Europe network foundation:

- represents a region with a formally acknowledged network by the Regional Department/Ministry of Health and Education;
- acts as contact person for the region, in close collaboration with the SHE national representative of the country.

4.3 SHE research group

The SHE research group consists of research institutions and their resource people with expertise, capacities and interest in further developing, exploring and testing relevant issues and approaches concerning school health promotion within the European context.

Members of the SHE research group are invited to attend the general SHE assembly meetings as observer.

§ 5. Schools for Health in Europe network foundation member's rights

- 5.1 A national representative of the Schools for Health in Europe network foundation has the right to vote during the SHE assembly (cf. 7).

- 5.2 A regional representative of the SHE network foundation does not have a voting right during the SHE assembly but can attend the SHE assembly as an observer, unless formally representing their country.
- 5.3 Members of the SHE research group may be invited to attend the SHE assembly meetings as an observer, and will have no voting right.

§ 6. Schools for Health in Europe network foundation member's obligations

- 6.1 A national representative of the Schools for Health in Europe network foundation:
- has an in-depth understanding, experience and active involvement in school health promotion in her/his country;
 - will share her/his expertise and experience on school health promotion with their national network on school health promotion and the Schools for Health in Europe network foundation.
- 6.2 A regional representative of the Schools for Health in Europe network foundation:
- has a good understanding, experience and active involvement in school health promotion in her/his region;
 - will share expertise and experience on school health promotion with the national network(s) and the SHE network.
- 6.3 The overall aim of the SHE research group is to further develop, explore and test relevant issues and approaches concerning school health promotion within the European context.

The SHE Research group tasks and responsibilities will be determined by the SHE Board and specified with annual work plans, starting with 2018.

§ 7. Schools for Health in Europe network foundation general assembly

- 7.1 The SHE assembly is the basic steering and decision-making body of Schools for Health in Europe network foundation.
- 7.2 The SHE assembly meetings are held annually. All members of Schools for Health in Europe network foundation (national representatives, regional coordinators, members of the research group) can participate in the SHE assembly.
- 7.3 The agenda must be presented to the members 1 month before the SHE assembly meeting.
- 7.4 The agenda must by a minimum contain the following:
1. election of chairperson;
 2. election of keeper of the minutes;
 3. international coordinators report (cf. 11.2; 12);
 4. approval of the financial statement for the past year of SHE;
 5. approval of the annual work plan and budget of SHE;
 6. approval of the applications of new national representatives;
 7. proposals from the SHE board and/or SHE members;
 8. election of members of the SHE board;
 9. election of financial auditor;
 10. AOB.

- 7.5 Proposals from SHE members must be sent to the chairperson of the SHE board (cf. 11.3) no later than 2 weeks before the SHE assembly is held.
- 7.6 The minutes from any SHE assembly is signed by the keeper of the minutes and the chairperson of the SHE board and is made available for SHE members and the public on the SHE website.

§ 8. Voting

- 8.1 Only the national representatives of SHE, or their nominated replacements, have the right to vote during SHE assembly meetings and when decisions are necessary in between meetings.
- 8.2 Decisions and elections are taken by simple majority rule based on one national representative – one vote. National representatives may also inform SHE secretariat in writing of their intended vote(s) if they are unable to attend a SHE assembly meeting and to nominate a replacement.
- 8.3 Submitted votes include those which are left blank, but not those which are spoilt.
- 9.4 Where decisions are necessary in between SHE assembly meetings, voting on particular issues can also take place by email.
- 8.5 The SHE assembly is competent to transact business regardless of the number of attendees.

§ 9. Schools for Health in Europe network foundation board

- 9.1 Schools for Health in Europe network foundation board is the body in charge of the SHE network foundation and supports the SHE secretariat (cf. 12), overseeing the progress and functioning of SHE between assemblies.
- 9.2 The Schools for Health in Europe network foundation board consists of the SHE secretariat (international coordinator), four national SHE representatives and the coordinator of the SHE research group (cf. 4.3). The World Health Organization Regional Office for Europe has an observer status at SHE board meetings. Regional coordinators can also have an observer status. The SHE representatives and the coordinator of the SHE research group are elected by the SHE assembly for a 2-year period. If the vote is tied then the person will be chosen at random from those with equal votes, e.g. by a simple draw.
- 9.3 The SHE board shall elect a chairman, a secretary and treasurer.
- 9.4 The members of the Board do not receive remuneration for their work. With board approval, members may be reimbursed for reasonable expenses.
- 9.5 A minimum of three representatives will be required in addition to the secretariat for a meeting to be able to make decisions.
- 9.6 If a board member is excluded from the Schools for Health in Europe network foundation (cf. 7.1), the member must immediately withdraw from its seat on the board of directors.
- 9.7 In accordance with the above-mentioned a substitute member is elected for a 1-year period.
- 9.8 If an available seat on the board cannot be filled, the SHE board will call for an extraordinary assembly to get the seat filled. The term of office of the newly elected member of the board will be limited to the remaining period of the original term.

- 9.9 The SHE board can be unseated by simple majority at an extraordinary assembly. However at least 50 percent of the members entitled to vote must be present and vote.
- 9.10 SHE board meetings will be held as often as required and will be led by the chairperson. Any member of the SHE board can call for a board meeting.
- 9.11 When voting in the SHE board a majority of votes will be applied. In the event of a tie, the chairperson has the casting vote.
- 9.12 Whenever a board meeting is held minutes from the meeting will be made available to the SHE members.

§ 10. SHE network foundation secretariat

- 10.1 The SHE secretariat is located at University College South, Denmark.
- 10.2 The international coordinator is located at the SHE secretariat.
- 10.3 The SHE secretariat will:
- coordinate the activities of the network;
 - draft the agenda for the SHE assembly and the meetings of the SHE board.
 - ensure that minutes of the SHE assembly and the SHE board meetings are taken and disseminated to the network;
 - identify and recommend new members to the SHE assembly;
 - receive applications for new national and regional representatives for SHE and to forward these to the SHE board for review before submit-ting to the SHE assembly;
 - be the central point of contact between the members of SHE;
 - maintain an active link to the Health Behaviour in School-aged Children study (HBSC);
 - maintain a helpdesk function;
 - maintain the SHE network website;
 - search for sustainable funding;
 - manage financial statement.

§ 11. Schools for Health in Europe network foundation extraordinary assembly

- 11.1 SHE extraordinary assembly is summoned when the SHE decides to do so or when at least 1/5 of the SHE members entitled to vote re-quest this in writing to the SHE board.
- 11.2 A SHE extraordinary assembly must be held no later than 6 weeks after the board has received the written request (cf. 9.1).
- 11.3 Summon for extraordinary SHE assembly is the same as for ordinary SHE assembly (cf. 8.3; 8.5; 8.6).

§ 12. Authority to sign documents and liability

- 12.1 The authority to sign documents is given to the chairperson of the SHE board or 4 board members in unity.
- 12.2 For the obligations the Schools for Health in Europe network foundation is liable with its assets only. The members of SHE is not personally liable for the obligations of SHE.

§ 13. Loans & credits

13.1 The Schools for Health in Europe network foundation cannot establish loans and credits.

§ 14. Financial statement and accountancy

14.1 The financial year of Schools for Health in Europe network foundation follows the calendar year.

14.2 The financial statement is audited by a competent accountant, association or organisation which has been approved at the SHE general assembly.

14.3 Following approval by the Board, the financial statement will be presented at the SHE assembly for final approval

§ 15. Amendment

15.1 Amendments require at least 1/3 of the members entitled to vote by numbers to be represented at the SHE assembly and at least 2/3 of the attending members to approve the amendment.

15.2 If 1/3 of the members entitled to vote by numbers is not represented at the SHE general assembly and if simple majority is achieved, a call for an extraordinary assembly is made. The amendment can then be passed if 2/3 of the at-coming members entitled to vote approve.

15.3 Such an extraordinary assembly must be held no later than 6 weeks after the assembly where the amendment was first proposed.

§ 16. Exclusion

16.1 A member can be excluded from the Schools for Health in Europe network foundation if the person in question fails to live up to the aims of SHE and the member's obligations despite a warning from the SHE board.

16.2 Warning about exclusion as well as exclusion must be substantiated in writing to the member.

16.3 An excluded member can ask for the exclusion to be addressed at the first coming general SHE assembly.

§ 17. Disputes

17.1 The Schools for Health in Europe network foundation Articles of Association are governed by Danish law and any dispute arising in relation to them is referred to the Danish courts.

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Decided on the SHE network foundation general assembly 2. June 2017.