

AEHT HOUSE RULES

updated February 2006

Section I INTRODUCTION

Article 1

The House Rules complement the statutes. They lay down the detailed rules and arrangements which are subject to change. The House Rules can neither change nor contradict the statutes. The important rules governing the operation of the association are necessarily included in the statutes.

The House Rules are applicable to the members of the Association, as well as to the Association's publications, in the same way as the statutes. They are not applicable to third parties. Disputes concerning the application of the House Rules are to be referred to the legal authorities.

Section II CATEGORIES OF MEMBERSHIP

The Association is free to choose its members, and no person shall become member without the consent of the body whose responsibility is to decide on membership.

Article 2 Types of Members

- **'founder' members:** schools which were involved in setting up the Association
- **'active' members:** all those schools located in a state which is a member of the Council of Europe, which have been accepted as members and which are up-to-date with their membership subscription (founder members who are up-to-date with their subscription are active members). They organise and/or participate in the various activities, and contribute to the realisation of the objectives set out in the statutes.
- **'observer' members:** all those schools which have been accepted as members and which are up-to-date with their membership subscription, but which are not located in member countries of the Council of Europe. Such institutions can become members only if they are sponsored by an 'active' member. They may organise and participate in the various activities, and express their opinion, but do not have voting rights.
- **'individual' members:** persons who support the Association's activities. They can participate in all the activities of the Association and can give their opinion, but they are not entitled to vote.
- **'honorary' members:** meritorious persons who are no longer professionally active, but who have made a substantial contribution to the development of the Association, may become honorary members. They may take part in all of the Association's activities,

and give their opinion, but they do not have voting rights.

- **'professional' members:** professional organisations may become professional members, provided that they are sponsored by a training institution which is a member of the Association. They may organise and participate in the various activities of the Association, but do not have voting rights.

The Association has no *ex officio* members and no life members.

Article 3 Conditions of Membership

- Applicants should be domiciled or have their head office in one of the member countries of the Council of Europe, with the exception of 'observer', 'individual', 'honorary' and 'professional' members.
- Applicants should complete the 'AEHT Membership Application Form' (obtainable from the AEHT Head Office, or from a member of the Managing Committee or Executive Board, or downloadable from the website, www.aeht.lu).
- Applicants should send the form to the General Secretary at the AEHT Head Office, who forwards the application to the Treasurer.
- The Treasurer sends the application to the relevant Executive Board member, asking for their opinion, with the exception of applications from countries which are not members of the Council of Europe.
- The application and, if required, the opinion are submitted to the members of the Executive Board and to the General Assembly, who make the final decision to accept or refuse the application.
- On behalf of the President, the Treasurer informs the applicant by mail of the decision taken.
- In the case of a favourable decision, the Treasurer sends to the applicant an invoice requesting payment of the entrance fee and the annual subscription. Upon payment of the entrance fee and annual subscription, the General Secretary will send to the new member the statutes, the house rules, the membership list, any available documentation, all current offers of activities, as well as promotional materials.

Article 4 Entrance Fees and Subscriptions

article 4.1 New 'active', 'observer' or 'professional' members

The Treasurer sends to each new member an invoice which includes:

- the sum payable as an entrance fee – 150 Euros for 'active' and 'observer' members, and 200 Euros for 'professional' members. 'Individual' and 'honorary'

members do not pay the entrance fee. (These amounts were decided upon at the meeting of the General Assembly in Antalya in October 2005). This entrance fee is payable in the first year only.

- the sum payable as annual subscription – 270 Euros for ‘active’ and ‘observer’ members, 300 Euros for ‘professional’ members. (These amounts were decided upon at the meeting of the General Assembly in Antalya in October 2005).
- any applicant accepted after the General Assembly will receive an invoice dated the following year. However, if the new member participates in any activities organised by or with the AEHT between the date of the General Assembly and December 31st, he or she will have to pay the invoice before participating. In this case the new member will not be asked to pay the subscription the following year.
- upon payment of the entrance fee and of the current year’s subscription, the AEHT Head Office will send to the new member the statutes, the house rules, the membership list, any available documentation, all current offers of activities, as well as the promotional materials (a perspex plate, a large and a small flag, stickers bearing the AEHT logo and stating that the school is ‘*Member of the European Association of Hotel and Tourism Schools*’) in English and French, etc.

article 4.2

‘Individual’ member subscriptions

‘Individual’ members are not required to pay the entrance fee. Their annual subscription has been fixed at 35 Euros (decision taken at the Copenhagen General Assembly in October 2003).

article 4.3

‘Honorary’ member subscriptions

Honorary members are not required to pay the entrance fee nor the annual subscription (decision taken at the Copenhagen General Assembly in October 2003).

article 4.4

Means of payment

- **either** by bank transfer into one of the AEHT’s accounts:
Bank: DEXIA-BIL, 69 route d’Esch, L-2953 LUXEMBOURG
BIC/SWIFT/RIB bank code: BILLLULL
IBAN bank account reference:
LU62 0024 1508 3338 8300
- **or** (exceptionally in cases where bank transfers are difficult) by cheque made out in Euros, payable to the AEHT; the cheque must be payable and able to be cleared in the country where the Head Office is domiciled;

For all foreign bank transfers and for all cheques drawn on a foreign bank, the drawer will arrange to pay all bank charges and commissions. It is his or her

responsibility to give clear instructions to this effect to his or her bank.

Article 5

Renewal of membership, resignation, exclusion, striking off

article 5.1

Renewal of membership

Membership will be renewed by tacit renewal. In January each year the treasurer will send out an invoice for the amount of the annual subscription.

article 5.2

Resignation

Any member may resign at any time, without prior notice and without stating a reason. However, the resignation cannot take effect until payment of any outstanding subscriptions and until payment of the current year’s subscription. The resigning member cannot claim any damages or interest, and is not entitled to any reimbursement of the subscription.

Resignation procedure:

A letter of resignation, sent by post, by fax or electronic mail, is to be addressed to the President at the Association’s Head Office. In order to avoid the obligation to pay the subscription for a further year, the resigning member should ensure that the resignation letter reaches the Head Office before December 31st of the current year at the latest (as per the postmark, or as shown by the date appearing on the fax or the e-mail).

article 5.3

Imposed resignation or automatic striking off

This occurs if the member no longer fulfils the required conditions (for example, if the Hotel and Catering or Tourism department(s) within a school are closed down).

article 5.4

Exclusion

a) exclusion through non-payment of subscription

If so proposed by the treasurer, those members who have not paid their subscription for two consecutive years may be excluded from the Association. Exclusions are decided upon by the General Assembly, and must be recorded in the minutes of the General Assembly. The treasurer shall inform each excluded member of the decision.

b) disciplinary exclusion

Disciplinary exclusion may be used against any member who has not abided by the statutes, or whose behaviour, bad faith or dishonest acts have brought the Association into disrepute.

The authority to use this disciplinary measure is vested in:

- the Ordinary General Assembly if the offence takes place less than one month before the next Assembly;

failing this:

- the Executive Board, following a proposal from the Managing Committee.

In accordance with the law, the person concerned will have the opportunity to present his or her defence at the General Assembly or at the meeting of the Executive Board. He or she will be asked to attend by a registered letter from the President, who may delegate the task to the General Secretary. The letter will set out the allegations and the proposed sanctions.

Empowerment:

- Courts empowered to give judgement: according to Luxembourg legislation: the civil courts
- Place of empowerment: Diekirch, Luxembourg only.

Article 5.5 **Sponsorship**

An AEHT member may sponsor another member of the Association by paying their subscription and/or their entrance fee.

Article 6 - Membership list

The membership list is drawn up at the Head Office; it is sent out to all paid-up members, as well as to all new members. Unless a member informs the Association otherwise, it is assumed that all members consent to their schools being included on the computerised membership list. If a member is unwilling to be included in the list, he or she will so inform the President by registered letter upon joining.

The list remains the property of the AEHT. It may not be published, as a whole or in part, and may not be lent to non-members for whatever reason without the written consent of the President, who may delegate this task to the General Secretary.

Sanction: the AEHT would be entitled to ask for damages and interest.

Section III **GENERAL ASSEMBLIES**

Article 7 - Invitations

The members are invited to the Association's Assemblies, both Ordinary and Extraordinary, by post or by e-mail sent out at least 1 month before the Ordinary Assembly and 2 weeks before the Extraordinary Assembly (proof by postmark or by date of e-mail). The invitation includes:

- one invitation, consisting of a form
- the agenda

In order to allow the Assembly to be properly organised, each member is asked to complete the form on which the following information is to be provided: whether or not he or she will attend; if not, who will represent him or her; details of the proxy vote; proposed absence with no representation or proxy vote. This document should

be sent to the Association's Head Office by the deadline indicated on the invitation.

Article 8 – Conduct of the Meeting

- The President chairs the General Assemblies; he or she may delegate this task to another member of the Presidium;
- A list of those present will be drawn up in order to make it easier to check the validity of the proceedings, notably when a quorum is needed;
- The working languages are English and French. If the school organising the Assembly, or the Association itself, has the financial means necessary, English and French interpretation will be provided.
- Quorum and number of votes: see the statutes;
- Method of voting:
 - ⇒ show of hands
 - ⇒ secret ballot if requested by a member.

Only active, paid-up members are entitled to vote.

All the decisions taken at Ordinary General Assemblies and Extraordinary General Assemblies are recorded in the minutes in English and French. The minutes are sent to all members.

No member may claim reimbursement of travelling and/or board and lodging expenses, or any other payment, for attendance at the Assembly.

Definitions of majorities needed

These differ according to the type of vote (see the statutes, and the sections of the present House Rules regarding election of members of the Executive Board and the members of the Presidium). The required majority is different.

a) calculating the majority

- **simple or relative majority:** the number of votes in favour must be greater than the number against.
- **absolute majority:** half the number of possible votes, plus one.
- **qualified majority:** for example two-thirds or three-quarters of the votes.
- **unanimous vote:** all the votes.

b) means of determining this majority

There are several possibilities:

- **members present:** postal votes or proxy votes do not count
- **members present or represented**
- **votes of the entire membership**
- **votes expressed:** blank or spoiled ballot papers do not count
- **votes:** the blank and spoiled ballot papers do count.

Section IV

THE RUNNING OF THE EXECUTIVE BOARD

Article 9 - Duties

The members of the Executive Board represent the Association in their respective countries. The role of the Executive Board is outlined in the statutes.

More particularly, the members of the Executive Board have the following duties:

- Checking the membership list for the country which they represent, and notifying the Head Office of any changes of address or of names of directors; this should be done by October 15th each year.
- Informing the Head Office of any changes in the hotel and tourism education system of the country which they represent.
- Attending the meetings of the Executive Board, and giving their opinion on the management and the major projects of the Association (by vote).
 - ⇒ Working languages: English and French.
 - ⇒ If the Association has the financial means, it will provide interpretation of the proceedings.
- Agreeing to act as mediator should a dispute arise with a member from the representative's country;
- In case of need or emergency, accepting the task of passing on to the national membership any information sent out by the Secretariat.

Article 10 - Elections

All members of the Executive Board face re-election, and there shall be one member per country. The Election of the members of the Executive Board will take place by postal ballot in order to avoid any controversy and any undue influence. In each country it is the present member of the Executive Board who shall be responsible for organising and running the elections.

The following procedure must be adhered to:

article 10.1 **Call for Candidates**

All member schools must be notified of the dates of the various stages of the elections, and of the ways in which they may register as candidates. Any representative of a member school is entitled to be a candidate for election as a representative of his or her country on the Executive Board.

article 10.2 **Organisation of the Voting**

When the candidates' names have been registered, the present member of the Executive Board shall send out to his or her country's members the following:

- the voting slips

- the envelopes (an identical envelope for each member)
 - ⇒ *the voter will insert the **voting slip** into the envelope;*
 - ⇒ *after sealing it, he or she will place this envelope into **another envelope**;*
 - ⇒ *on the reverse of this second envelope he or she will write: his or her name followed by his or her signature and the school's address;*
 - ⇒ *this second envelope and its contents shall be sent by registered letter to the organiser of the election.*

article 10.3 **Counting the Votes**

The envelopes received by post and containing the voting slips shall be opened in the presence of the member of the Executive Board and, if possible, of two other members of the Association. The votes shall be counted.

article 10.4 **Report**

A report on the ballot shall be made out and sent to the office of the General Secretary of the AEHT, to arrive no later than the date fixed by the Presidium. The voting slips and envelopes which were used in the voting shall be kept, and produced for checking at the meeting of the Executive Board which precedes the General Assembly.

This democratic procedure is the only means of avoiding any subsequent disputes regarding the representativeness of the members of the Executive Board, and regarding the legitimacy of this Board in its dealings with official bodies in the member's own country or in the European Union.

Each member who is in charge of organising the elections must make sure that they run properly. The election process must be completely open.

Article 11 - Reimbursement of Expenses

If the financial means of the Association allow, board and lodging expenses for attendance at the spring Executive Board meetings will be reimbursed on the following conditions:

- members of the Executive Board must inform the General Secretary of their intention to attend by the date indicated on the invitation;
- members are limited to a maximum of two nights in a hotel for a one day meeting (reservations are made by the General Secretary);
- meals shall be taken together with the other participants (reservations are made by the General Secretary).

The following will not be paid for by the Association:

- travelling expenses (unless the Presidium decides otherwise);
- telephone calls, personal items of expenditure: mini-bar etc.

- expenses of spouses, personal interpreters or other persons accompanying the Executive Board member.

Exception:

- No reimbursement will be made for attending the meeting of the Executive Board which takes place during the Annual Conference (unless the Presidium decides otherwise);

If the Association's budget is insufficient to allow payment of the board and lodging expenses, the members will be individually informed of this beforehand.

Section V

THE RUNNING OF THE PRESIDIUM

Article 12 - Duties

The role of the Presidium is specified in the statutes. The members of the Presidium are expected to make a substantial contribution to the running of the Association.

List of tasks to be carried out by the Presidium:

article 12.1
President

The duties of the President are:

- to oversee the administrative and financial management of the Association;
- to establish and maintain relations with the Association's institutional partners and with the profession;
- with the help of the Executive Board, to draw up applications for subsidies or for particular status to be addressed to national and/or EU bodies.

article 12.2
Vice-President responsible for Higher and Continuing Education

His or her main tasks will be:

- to draw up, with the help of members of the Executive Board, a list of Higher Education Institutions offering continuing education and degree-level courses (HND, Degree, Masters, etc) in the field of Hotel and Catering and Tourism, and to promote the AEHT to these institutions;
- to set up within the AEHT a working group (whose composition and objectives are to be determined by the Presidium), to consider questions relating to Higher and Continuing Education and to encourage the participation of Higher Education Institutions in the Annual Conference and in other activities.

article 12.3
Vice-President responsible for fixed events and Vice-President responsible for seminars and occasional events

Their main tasks will be:

- to identify schools prepared to organise events;
- to write up the proposals for events in one of the Association's official languages, and to arrange for them to be translated into the other official language;
- to send them to the Head Office to be sent out to the membership.

Each seminar proposal should specify: the subject, the objectives, the dates and times, the place, the target group(s), the maximum number of participants, the minimum number, the programme, the speakers, the person in charge of the event, the working languages, information about board and lodging: name and address of the hotel, price of single and double rooms with breakfast, prices of meals, practical information: transfers to and from airport and railway station, (bus, bus number, underground line), etc.

If the price is all-in, the organiser should indicate what is included (number of nights, date of the first meal, date of the last meal).

In the case of events which are subsidised by the AEHT, the Head Office will ensure reimbursement of previously agreed expenditure upon receiving properly drawn up receipts/invoices. It is assumed that the subsidy will have been allocated beforehand by decision of the General Assembly, and that the projected budget will have been voted accordingly. In consultation with the President, a vice-president may be requested to assist the organizer with preparations at the venue.

article 12.4
Vice-President responsible for the Promotion of the AEHT

The main duties are:

- to define a promotional strategy for the AEHT;
- to draw up a specific projected budget if appropriate;
- to draw up a list of concrete proposals;
- to submit these proposals in writing, together with the projected budget, to the members of the Presidium and the Executive Board in advance of the meeting of the General Assembly;

article 12.5
Vice-President responsible for Student Placements and for Teachers' Professional Placements

The main duties are:

- to create a partnership network by:
 - ⇒ keeping a record of the placements offered by the profession, with the help of the Executive Board;
 - ⇒ keeping a record of the requests for placements made by schools;
 - ⇒ drawing up lists of this information;
 - ⇒ publishing the lists via the web site;
- to assess the performance of the network from the point of view of both placement managers and of trainees;
- to present an annual report to the General Assembly.

If necessary, the Presidium may delegate the day-to-day administration to an external officer.

article 12.6

Treasurer

His or her duties consist of:

- sending out subscription invoices;
- keeping the subscriptions account up-to-date;
- sending out reminders to members who have not paid;
- checking the invoices and other financial documents against the bank statements;
- checking that expenditure is properly accounted for;
- drawing up a budget forecast;
- drawing up an itemised list of expenditure and income;
- providing explanations for any overspend;
- drawing up the financial report (with a commentary by the Association's accountant);
- presenting and commenting on the year's simplified financial report at the General Assembly.

article 12.7

General Secretary

The General Secretary, in consultation with the members of the Managing Committee, carries out the following duties:

- carrying out all the tasks (both administrative and financial) necessary for the proper functioning of the AEHT, which have not been assigned to other members of the Presidium;
- co-ordinating the work carried out by members of the Presidium;
- producing the activities report, and writing up the minutes of the Assemblies, and of meetings of the Executive Board;
- sending out documents and various proposals to the members or to other partners;
- in consultation with the Treasurer, checking bills received, ensuring that such bills are paid, and reimbursing travelling expenses;
- organising the meetings of the Presidium and of the Executive Board;
- filing documents;
- in consultation with the President, corresponding with the Association's members and partners;
- maintaining relations with the banks, the accountant, social security contributions offices, insurance companies, legal authorities relevant to the Association's status, suppliers and the post office ...
- updating the membership file and publishing the membership directory;
- implementing the communication and publication policy of the AEHT;
- coordinating the missions of the Vice-Presidents in close consultation with the President.

Article 12.8

Tasks common to all members of the Presidium

In order to carry out his or her functions, each member of the Presidium has the following duties:

- to draw up the projected operating budget relating to his or her specific responsibilities, and to present it at the meeting of the Presidium which precedes the General Assembly, as well as to the Executive Board and to the General Assembly. (It will be part of the Treasurer's remit to include these operating budgets in the general projected budget).
- to report to the General Assembly on what has been achieved.

Article 12.9

Auditors

Two members of the Association approved by the General Assembly will be responsible for auditing the accounts, and will report to the General Assembly on the accuracy of the accounts.

Article 13 - Elections

The members of the Presidium are re-elected every three years, following the election of members of the Executive Board. The elections to the Presidium take place during the Annual Conference and before the Ordinary General Assembly.

Members of the Executive Board who are candidates for posts in the Presidium should put their names forward in writing, and their candidacies must reach the AEHT Head Office by the prescribed deadline. Candidacies sent by fax are accepted; they must be sent to the AEHT Head Office, in accordance with instructions issued by the Secretariat.

Should an insufficient number of applications be received by the deadline fixed by the Head Office, the outgoing President may send out a further call for candidates.

Since each member of the Executive Board represents a country, **the election is strictly personal, and there are no proxy votes.**

Only those members present may vote, and voting is by secret ballot.

Article 14 - Reimbursement of Expenses

Any travel undertaken by a member of the Presidium at the expense of the AEHT must be authorized beforehand by the President. If the Association's financial position allows, members of the Presidium are reimbursed for their travelling expenses on the following terms:

- APEX air ticket with the cheapest airline, *or*
- second class rail ticket

Note:

⇒ *if the APEX air ticket is cheaper than the train ticket, reimbursement will be based on the price of the air ticket.*

- mileage allowance in case of car use is 0,25 Euros per km, motorway tolls being paid in addition.

Notes:

⇒ *use of a car is permissible only if this is justified by the location of the meeting;*

- ⇒ *reasonable taxi fares are reimbursed where such journeys are justified, upon presentation of receipts;*
- ⇒ *parking charges may be reimbursed upon presentation of receipts.*

The originals of the receipts should be sent to the Secretariat within a month of the meeting; the reimbursement request must be submitted on the form provided by the Secretariat. The receipts must be attached to the back of the form.

Board and lodging expenses

The conditions are the same as for members of the Executive Board (unless the Presidium decides otherwise);

Section VI - ACTIVITIES:

- ☞ **SEMINARS,**
- ☞ **PERIODS OF OBSERVATION IN HOTELS**
- ☞ **OTHER EVENTS**

Article 15 – Seminars, occasional events

The Vice-President responsible for Seminars and occasional events, together with the organising school, should agree on the details of the proposed seminar before sending the proposal to the Secretariat for distribution to the membership. The text of the proposal, in both English and French, must reach the Secretariat at least four months before the seminar is due to take place.

If the vice-president is asked to check the logistics or any phase of the organisation, the organising school will have to cover his travel expenses.

The proposal must be drawn up using the check-list downloadable from the website www.aeht.lu, and must contain the following information:

article 15.1.1.

Seminar Programme

- the title or subject of the seminar;
- the purpose of the seminar;
- the target group(s) (type and level);
- the maximum and minimum number of participants: *registrations are accepted in the order in which applications arrive.*
- the location of the seminar - both training and accommodation
- the dates of the seminar (bear in mind the special airline tariffs if the participants return home on a Sunday, or after the first Sunday following their arrival);
- the length of the seminar, and its timetable;
- the working languages (English and/or French);
- the closing date for registration;
- the programme (if possible with the names and titles of the speakers);
- the application form.

article 15.1.2

Board and Lodging

The school will give details of:
the address of the accommodation

- location (address with phone and fax numbers)
- the type of hotel (with classification).

the methods of payment

- payment direct to the hotel: method of payment accepted (credit card, Eurocheque etc);
- payment for meals and other services: method of payment accepted (e.g. payment in cash; which currency is accepted);
- payment made to the school: method of payment accepted; if payment in cash is accepted, specify which currency is accepted. In this case, the school undertakes to provide each participant with a receipt.

the prices

a) Provide detailed prices:

- the price per person in a double or in a single room (state whether this price is for one night or for the entire stay, and in the latter case state clearly which are the first and last nights);
- the price for an extra night for both a single and for a double room;
- the price of meals (state whether the price is for all the meals, and in this case specify which are the first and last meals; or whether the price is an approximate average price for each meal);
- the price of transfers (bus, underground, etc, with bus and underground numbers and names of the stations);
- the prices of other services.

b) the all-in price for the whole stay

In this case, the school will give details of the elements making up the price, and will state the prices of all the services which are not included (e.g. transfers), as well as the cost of an extra night.

The school will send all this information to the AEHT Secretariat.

The price must take into account the AEHT subsidy; this grant reduces the cost of participants' board and lodging. The seminar proposal must explicitly state the amount of the subsidy, together with the words, '*This event has been organised with the financial support of the AEHT*'.

article 15.2

The AEHT Secretariat

has the following tasks:

- to check all the information provided, and to contact the organising school in the event of imprecise or missing information;
- to send the proposal to the webmaster to be put up on the web site;
- after the seminar, to arrange payment of the AEHT's contribution to the organisation expenses, upon receiving a final report, a list of participants, a financial statement and, if appropriate, properly drawn up invoices from the organising school, as follows:

- ⇒ if appropriate, payment of the fixed sum for organiser's expenses;
- ⇒ payment of the contribution toward the cost of board and lodging.

The subsidies will be fixed by the Executive Board, will be included in the projected budget, and will be voted by the General Assembly.

article 15.3
Vice-President responsible for occasional events and seminars

He or she has the following task:

- to present to the General Assembly and to meetings of the Executive Board a report of past and future activities.

article 15.4
The Organiser

His or her responsibilities are:

- to take out, if necessary, an accident insurance policy (civil responsibility insurance, etc);
- to receive the applications;
- to acknowledge receipt of the applications, and to request from each participant the relevant information about his or her travel arrangements;
- to draw up a list of participants;
- to provide the AEHT secretariat and the relevant Vice-President with a regular up-date of the situation;
- to send to the AEHT Secretariat within one month after the event the documents listed in section 15.2

article 15.5
The Participant

has the following obligations:

- to return to the organiser, at the latest by the date stated on the proposal, the registration form and practical details of his or her journey: means of transport, dates and times of arrival and departure, flight numbers and place (airport or railway station).

Note:

The AEHT and the organising school cannot accept liability for any claims arising from accidents, illness or civil liability. Participants must check with their schools that they are properly insured, or else take out insurance cover themselves.

Article 16 - Periods of Observation for Teachers in Hotels

In partnership with hotel groups, periods of observation for teachers have been arranged.

article 16.1
Role of the Group

- to contact the various units, and request them to accept a teacher 'on observation' (a circular letter is sent out with a reply slip);
- to send the slips returned by the hotels to the Placements Secretariat.

article 16.2
Role of the Placements Secretariat

- after receiving the proposals, to draw up a list of hotels willing to receive teachers;
- to distribute a registration form and the list of hotels willing to receive teachers on observation;
- to check the applications received;
- to contact the manager of the hotel to obtain his or her agreement;
- to contact the applicant, and to relay to him or her the decision of the hotel manager;
- to keep up-to-date the list of teachers with the names and addresses of the hotels willing to take teachers 'on observation';
- to maintain contact by telephone during the teacher's period of observation;
- after the period of observation, and after checking the final report (financial statement and evaluation questionnaire) and the submitted receipts, to send the complete file to the AEHT Secretariat, which will reimburse the travelling expenses in accordance with the conditions set out on the registration form; if appropriate, the registration fee will be deducted from this payment;
- to provide, at the request of the AEHT General Secretary, the required statistical information, and to draw up an annual report.

article 16.3
Role of the Receiving Hotels

- to contribute to the training of teachers by allowing them to be present as observers in one or more departments, according to the subject(s) taught and the activities of the hotel;
- to provide the teacher with board and lodging;
- to check, at the end of the period of observation, the information provided on the travelling expenses claim form, and to certify with their signature that the information is accurate.

article 16.4
Role of the Teacher

- to provide a letter of application together with his application;
- to send in the request at least 2 months before the beginning of the proposed observation period, and in any case before June 15th for an observation period during the summer vacation;
- if the application is accepted, to carry out the necessary procedures to obtain insurance cover for illness, accidents and civil liability, and provide documentary evidence to the receiving hotel;
- to act conscientiously during the period of observation;
- after the period of observation, to send to the Placements Secretariat, within one month, the receipts for travelling expenses and the travelling expenses claim form, together with a short report giving an evaluation of the observation period.

NB:

The teacher is not entitled to any form of remuneration from the hotel.

article 16.5

Role of the School Director

- to note the conditions of the periods of observation, especially the conditions relating to responsibility;
- to confirm by signing the application form that he or she approves the application;
- to check, at the end of the period of observation, the information provided on the travelling expenses claim form, and to certify with their signature that the information is accurate.

NB:

Neither the hotels nor the AEHT has taken out any insurance to cover teachers during the periods of observation for any type of risk. The candidates are made clearly aware of this, and undertake to take out any insurance necessary to cover them for any risks.

Article 17 – Fixed Events

Proposals for events (such as annual conferences and festivals ...) should be submitted to the relevant Vice-President.

The Vice-President and the organising school will consult together to produce a concrete proposal at least 8 months before the planned event. The Vice-President will send this proposal to the members of the Presidium for their comments. These comments will be the basis of discussions between the Vice-President and the organising school; the final version of the programme must reach Member Schools at least 5 months before the beginning of the event.

article 17.1

Organising School

The School is responsible for the content and planning of the programme.

article 17.1.1

Proposal

This must contain the same information as that specified for seminars in section 15.1 above.

article 17.1.1.1

Limits on numbers of participants

For the Annual Conference:

- the number of participants varies between 500 and 1000, according to the capacity set by the organisers;
- maximum of 6 persons per school, including guests and partners; *any delegation in excess of six persons must have the organiser's prior approval.* If the total number of participants fixed by the organisers has not been reached by the deadline, it will be possible, with the organiser's agreement, to increase the number of persons in each delegation. The registration form must be of a type which allows such provisional additional registrations.

Additional participants who are already provisionally registered will be informed by the organising school at least 6 weeks before the start of the event, as to whether their registration has been accepted.

If it is planned to increase the cost of the event after a given date, provisional registrations will benefit from the initial price.

- each delegation should if possible contain at least one student.

For other events :

The number of participants will be defined according to the capacity available to the organisers.

article 17.1.1.2

Board and Lodging

The organising school will give a detailed description of what is provided, under the following heads :

- the quality of different types of accommodation, information should include:
 - ⇒ the category of the hotels according to a star rating system;
 - ⇒ the price of accommodation in a single room;
 - ⇒ the price of accommodation in a double room;
 - ⇒ in the case of accommodation in flats or in dormitories, the number of beds per dormitory or flat, and the number of bath- or shower-rooms and toilets;
- any meals not provided (with dates);
- any excursions for which supplements are payable;
- the distances between locations in the case of events taking place in more than one location;
- detailed information about the transfers which are included in the overall price, as well as about those which are not included.

The price of board, lodging, transfers and excursions must be given in Euros.

If the distance between the various accommodation locations is more than a quarter of an hour on foot, a regular shuttle service should be provided.

Each participant must have the opportunity to take part in the academic/practical programme and in the cultural programme.

article 17.1.2

Administrative duties to be carried out by the organising school

- receiving the registration applications and acknowledging receipt of them;
- drawing up invoices for the participants;
- carrying out the financial management of the entire event ;
- informing any provisionally registered additional participants of the decision taken as to their provisional registration;
- regularly communicating the participant list to the AEHT Head Office;
- when members arrive at an event, providing them with a list of participants, the detailed programme, relevant practical information, and an evaluation questionnaire for the event;

- carrying out an analysis of the questionnaires, and communicating the conclusions to the relevant Vice-President;
- in case of a subsidy granted by the AEHT, sending to the AEHT Head Office within 6 weeks of the end of the event a final report and if appropriate a participant list signed by the participants, using models available on the web site www.aeht.lu;
- Providing a properly drawn-up invoice giving all the information necessary for a bank transfer.

article 17.1.3 **Liability**

It is recommended that organisers should take out an insurance policy for their event covering them *inter alia* for civil liability in respect of the participants. In the case of equipment exhibitions, insurance for theft of or damage to the said equipment must be taken out. The conditions must be clearly stated to the participants. If insurance cannot be taken out, this must be stipulated by the organisers in the proposal of the event in question.

article 17.1.4 **General regulations for competitions organised during Annual Conferences**

A minimum of 6 competitions must be organised in the following areas: tourism, reception, cookery, restaurant, bar, management.

The rules for the competitions will be submitted to the Executive Board for their approval, and will be sent out in French and English to member schools.

The number of candidates from the organising country participating in the competitions will be limited to 20 % of the total number of candidates.

The candidates compete in international teams, and if the competition rules require that a rapporteur should represent the team, this rapporteur must express him/herself in a language other than his/her native language (English or French).

Each judging panel will consist of a least three judges. No student may be judged by a teacher from his/her own school.

article 17.1.5 **Meetings held during Annual Conferences**

article 17.1.5.1 **General Assembly:**

- The provision of simultaneous interpretation (English/French) is desirable;
- an attendance register must be kept at the entrance to the meeting hall, and participants must initial

against their name on the attendance list before entering the meeting room.

article 17.1.5.2 **Meeting of the Executive Board:** The presence of an interpreter is desirable.

article 17.2 **Vice-President responsible for 'Fixed Events'**

This officer's duties include :

- checking all the information contained in a proposal, and contacting the organising school to complete the proposal in the case of information which is lacking and/or imprecise;
- submitting to the Executive Board any request for an AEHT subsidy to the school's costs for organising the event, and informing the interested party of the Board's decision;
- communicating the information to the Head Office;
- presenting to the General Assembly the proposed activities for the coming months.

article 17.3 **The AEHT Secretariat**

The secretariat's duties include:

- in the case of an AEHT subsidy, arranging for the agreed sum to be transferred to the organiser.

Note :

The AEHT is unable to accept any claim (such as for an accident, illness or civil liability). Participants must check with their own schools or with the event organisers whether they are covered by insurance, or they must take out their own insurance.

Section VII **PROCEDURE FOR MODIFYING THE HOUSE RULES**

Article 18 - Modifications by Right

These are made by right, without express authority, by the President in order to remain within current legislation.

Article 19 - Other Modifications

For all other modifications, the rule known as 'parallelism of forms' will be applied.