

Ministerial Decision No. 131191/Ø2/30-09-2020 “Competences of the School Board of the Medresses of Komotini and Xanthi” (B’ 4284/02-10-2020).

Article 1

Competences and revenue

1. The School boards of the two Medresses shall have the following competences:
 - a) The payment of expenses for the maintenance and repair of the buildings in which the school units of the Medresses and their student dormitories are housed;
 - b) The payment of any rental fees;
 - c) The payment of running costs of the school units and student dormitories, such as heating, lighting, water supply, telephone services, cleaning materials, stationery, purchase of office supplies, as well as any type of equipment required, such as furniture, bookcases, and similar items;
 - d) The payment of expenses related to the organization or participation of Medresses’ students in athletic, cultural and festive events, as well as their transportation for these events within the country;
 - e) The coverage of extraordinary financial needs arising during the school year from educational programs approved by the Institute of Educational Policy or from student visits carried out in the context of student life;
 - f) The payment of the wages of personnel whom the board may hire exclusively as cleaner(s) and cook(s), as well as the corresponding employer social security contributions. Such contracts shall be concluded following the opinion of the Management Committees of Muslim Property, a copy of which shall be notified to the Head of the Minority Education Office, and their duration shall not exceed nine (9) months within the same year. Alternatively, for cleaning and catering services, contracts may be concluded, under the same terms and conditions as provided in the preceding subparagraph, with relevant cleaning companies or catering service providers;
 - g) Recommendations regarding the need for the school building or the dormitory to be equipped with furniture and other equipment items, such as bookcases, desks, cabinets to the competent authorities.
2. The School boards of the Medresses shall manage their revenues so as to realize their aforementioned competences, which derive exclusively from the following sources:
 - a) The operation of the school canteen;
 - b) Any voluntary contributions from the parents and guardians Association for a specific project or purpose;
 - c) Grants from the regular state budget and the Public Investment budget of the Ministry of Education and Religious Affairs, in accordance with article 4(1)(c)(cc) of Law 2621/1998 (A’ 136), as in force;

- d) Funds allocated by the respective Management Committees of Muslim Property, depending on their financial capacity;
- e) Appropriations of the state budget concerning the Central Autonomous Resources of the Municipalities.

Article 2

Duties of the School boards of the Medresses

Each School board shall:

- a) Possess a Tax Identification Number.
- b) Obtain at least three offers, evaluate them and thereafter take a reasoned decision for any kind of obligations related to its competences under paragraph 1 of article 1, where the total amount exceeds five hundred (500) euros.
- c) Maintain a bank account in a credit institution lawfully operating in Greece.
- d) Ensure that all financial transactions of the School board relating to the competences referred to in paragraph 1 of article 1, are conducted exclusively through the banking system.
- e) Decide on the withdrawal of funds deposited in the bank account referred to in point (c) in order to exercise the competences provided for in paragraph 1 of article 1.
- f) Keep the following special books, which shall be certified at the beginning of the term of each School board by the Head of the competent Directorate of Secondary Education: aa) a special book recording the revenues referred to in paragraph 2 of article 1 and the expenditures arising from the exercise of the competences provided for in paragraph 1 of article 1; bb) a special register for donations in kind (movable property), recording the full details of the donor, the legal title under which the donation is made, the nature and value of the donation, and its purpose. Such donations shall be approved by the Regional Director of Education of Eastern Macedonia and Thrace; cc) a register of equipment and supporting material necessary for the operation of the school units of the Medresses and their dormitories; dd) a special register of minutes and decisions of each School board; ee) a protocol register of incoming and outgoing documents; ff) use the official seal of the school, in the presence of the Director and Deputy Director of the Medresse, who are its lawful custodians; gg) maintain an electronic address provided by the Panhellenic School Network.

Article 3

Transparency in financial management

1. In relation to the principle of transparency in the management of public funds, the School board shall:
 - a) render an account to the Director of Secondary Education of the region in which the Medresse is located, as well as to the competent state authorities (Municipal Council, Court of Audit) regarding the funds received from state grants, and to the Management Committees of Muslim Property regarding the funds received from them during the preceding year within the first ten (10) days of January of each year;
 - b) render an account of its financial management to the new School board, communicate the results of such management to the General Assembly of the Parents and Guardians

Association, and publish them on the website of the respective Medresse within the first ten (10) days of January.

2. All revenues of the School board shall be deposited in its bank account, while the Chairman may retain, against receipt, an amount of up to €500 for the purpose of meeting extraordinary needs.
3. All registry books, accounting records and supporting documents relating to the competences of the School board shall be kept at the Office of the Administration (Director and Deputy Director) of each Medresse.
4. The annual financial report, together with all the required supporting documents, shall be submitted to the Office of the Commissioner of the Court of Audit for audit.

Article 4

Liability of the Members of the School board

1. The members of the School board shall be jointly and severally liable for any damage caused by wilful misconduct or gross negligence to any third party in the performance of their duties.
2. The members of the School board shall be jointly responsible for any management irregularity which, under the law, constitutes a criminal offense.

Article 5

Constitution of the School board

1. The School board shall be constituted by decision of the Minister of Education and Religious Affairs and shall assume its duties on the 2nd of January of every second year.
2. The decision shall define:
 - i) the Mufti of Xanthi and Komotini as Chairman, together with their respective deputy, for each Medresse. The deputy shall be either a teacher of Staff Category 73 or a prominent member of the Muslim minority with theological knowledge, appointed upon the proposal of the respective Mufti and
 - ii) the four (4) parents or guardians of students of the Medresse, male or female, together with an equal number of alternates, as members, who shall be elected in accordance with the procedure provided in Ministerial Decision No. 131018/02/30-09-2020 of the Minister of Education and Religious Affairs, by the parents or guardians of the students of the respective Medresse
 - iii) the secretary and their deputy, who shall be administrative staff of the competent Directorate of Secondary Education and shall be proposed by the Regional Director of Primary and Secondary Education of Eastern Macedonia and Thrace.

Article 6

Composition-Meetings-Operation

1. The School board shall legally convene when at least three (3) of its members, regular or alternate, participate in the meeting, one of whom must be the Chairman.
2. The School board shall meet in a room of the Medresse.

3. The Chairman shall determine the day and time of the meetings and shall call the regular and alternate members to participate. The invitation, which shall include the agenda, shall be notified to the members of the School board by the secretary at least forty-eight (48) hours before the meeting; notification may also be made by telephone, e-mail, or other appropriate means, provided that this is recorded in a special register, indicating the date and the signature of the person issuing the invitation. In case of emergency, this notice period may be shortened but, then, the invitation must be written and must specify the reasons why it was necessary. An invitation is not required when a member has declared, prior to the meeting, their inability to attend, or when such inability is known to the chairman of the collective body.
4. Alternate members shall be summoned to replace absent or unavailable members of the same category.
5. The legality of the composition of the School board shall not be affected by the rotation of attending members in successive meetings.
6. Members of the School board who are spouses or related by blood or marriage up to the fourth degree shall not participate in the same meeting.
7. The School board shall hold regular meetings once per month. It may hold extraordinary meetings upon a special invitation of the Chairman, indicating the items for discussion and the important reasons necessitating the extraordinary meeting. Convening the School board is mandatory if three (3) members submit a written request to the Chairman, specifying the urgent matter to be discussed.
8. The agenda shall be prepared by the Chairman, taking into account any views expressed by members of the collective body.
9. The subject of the meeting shall be limited to the items included in the agenda. Exceptionally, matters not included in the agenda may be discussed if all regular members are present and unanimously agree to their discussion.
10. Third parties may not be present during discussions, except for the Regional Director of Primary and Secondary Education of Eastern Macedonia and Thrace, and/or the Head of the Minority Education Office, and/or the Head of the competent Directorate of Secondary Education, and/or the Director and Deputy Director of the Medresse, provided they have been invited by the Chairman of the School board.
11. The Chairman shall declare the opening and closing of meetings, direct the proceedings, and ensure compliance with the law and the smooth functioning of the collective body.

Article 7

Decisions

1. Decisions of the School board shall be taken by an absolute majority of the members present. If it is not possible to form such a majority, the vote shall be repeated until an absolute majority is obtained, with the mandatory adherence, each time, of those who expressed the minority opinion, to one of the prevailing opinions. In the event of a tie, the Chairman's vote shall prevail.
2. If the discussion of a matter lasts in more than one meeting, the decision shall be taken by the members participating in the final meeting, provided that the members who did not

participate in previous meetings are fully informed of the main points discussed. Such information shall be confirmed by a declaration of these members, which shall be recorded in the minutes.

3. Voting shall be open.
4. For each meeting of the School board, minutes shall be drawn up, recording the names and capacity of the attending members, the place and time of the meeting, the issues discussed with a concise but comprehensive reference to their content, the form and results of the vote, and the decisions taken.
5. The opinions of minority members and their names shall be recorded in the minutes.
6. The minutes shall be prepared by the secretary and certified by the Chairman.

This decision shall be published in the Government Gazette.