

CONSTITUTION

of the

Birralee International School Parents' Committee

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Introduction

In Autumn of 2000 Birralee International School received accreditation from the Norwegian Directorate of Education. Birralee International School Trondheim abides by the laws regulating education in Norway.

The Private School Act assigns the main responsibility for children's education to their parents. To facilitate the parents' active role, all parents of children in the school form the Parents Association which will meet minimum once a year. Class Representatives are elected from the Parents Association and these will form the Parents' Committee. It is important that all classes are represented. Issues important to parents can be channeled to the school's administration through the forum of the Parents' Committee.

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Article 1

Objective

- a) The Parents' Committee should encourage social contact among the pupils, the parents and the teachers of the school through various events and arrangements. The Parents' Committee is responsible for fundraising activities and for the administration of these funds for purposes that serve the pupils and the teachers of the school.
- b) The Parents' Committee is represented in the Liaison Committee. These forums, and the Parents' Association, therefore may raise all matters concerning the school community. The Parents' Association is also represented on the school's Board of Directors through the Class Representatives from the Parents' Committee.

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Article 2

Committee Members

The Parents' Committee shall consist of two Class Representatives from each of the classes in the school. The Class Representatives are elected at the first Parents' Association Meeting at the beginning of the school year and they are elected for one year.

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Article 3

Committee Officers

The Chairperson of the Parents' Committee is elected in June by the Class Representatives and assumes the position at the end of the school year. The Chairperson does not carry any class contact duties but must have a child continuing in the school the following year.

The Treasurer of the Parents' Committee will be elected at the same time as the Chairperson. The Treasurer may be elected as Class Representative by the respective class at the beginning of the next school term. If the class chooses to elect two other Class Representatives, then the Treasurer will not hold any class contact duties.

The Parents' Committee Chairperson calls the first meeting of the school year and arranges the elections of the other Committee Officers.

Election Procedure for Committee Officers are as follows:

Before the election meeting, newly elected Class Representatives will receive an information packet with the descriptions of the Committee Officer positions. They can decide if they wish to run for an office.

The following Committee Officers shall be elected:

- Secretary
- Vice Chairperson
- Representative to the School Board

The Committee Officers are elected by normal voting procedures. The Class Representatives serve until new ones are elected. If an Officer is unable to complete a full term, the Chairperson is responsible for arranging an election to fill the position. (See Article 4 *Voting Procedures*.)

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Article 4

Voting Procedures

Only the Class Representatives have the right to vote for Committee Officers. Decisions are made by majority voting, by those attending the meeting.

In the case of a split vote, the Chairperson has the deciding vote.

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Article 5

Calling of Meetings

Summons to meeting shall always be issued in writing at least three days before the meeting. The summons shall include an Agenda consisting of the following points and any other pertinent cases:

- Comments to Minutes/last meeting
- Info from School Administration
- Info from Board Representative
- Mail
- Any other business (to be reported to the Chairperson no later than noon on the day of the meeting)

Meeting Procedures:

- Class Representatives shall strive to attend all meetings. Parents' Committee Members who are unable to attend shall inform the Secretary.
- A vote will be taken on all decisions where a consensus is not obvious, and the vote recorded in the Minutes.
- The School Administration may be invited to attend other parts of the meeting outside "Info from School Administration" as required.
- The Parents' Committee may invite other guests as needed.
- All Parents' Committee Members are bound by confidentiality.
- The Minutes are open to all once approved, and can be distributed to the class parents and posted on the school's website.
- The Parents' Committee must meet a minimum four times every school year – minimum two times before and two times after New Year.

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Article 6

Changes to the Constitution

Changes to the existing Constitution can only be made valid if at least 2/3 of a full Parents' Committee vote in favour of the proposal. If Class Representatives are unable to attend, they may vote by sealed ballot delivered to the School Administration prior to the meeting.

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Approved June 2015

Amended June 2018