

CONSTITUTION of the ROMERIKE INTERNATIONAL SCHOOL PARENT COUNCIL

ARTICLE I

Name and Definition

1. The name of this association shall be “Romerike International School Parent Council”, hereinafter referred to as the “PC”.
2. The PC will welcome families to Romerike International School (hereinafter called RIS) community and plan events for students, parents and teachers that foster cultural diversity, academic excellence, mutual respect and friendship aligning with the school pillars of Caring, Principled and Inquirers.

ARTICLE II

Objectives and Purposes

The main aim of the PC is to represent the wider parent body whilst advancing the interests of the community and to promote the best interests of the students, parents, and teachers. To this end it shall:

1. Support and advance the moral, academic, and physical growth of the students.
2. Promote understanding and cooperation among students, parents, and teachers in particular, and the community at large.
3. Advise the Principal and Heads of Schools of RIS any observed needs of the school community in general and the students in particular.
4. Mobilize resources to support and advance the welfare and education of the pupils attending the school.

ARTICLE III

Non-Profit, Non-Political, Non-religious, Non-Partisan Character

The PC shall:

1. Be exclusively educational in character as delineated in Article II.
2. Not be conducted or operated for its profit, and no part of the net earnings of the PC shall benefit any individual.
3. In its aims and activities, be politically neutral
4. Aim to be religious neutral in its overall activities, this does however not mean that activities rooted in Christmas and Easter traditions should be disqualified
5. Recognize the diversity of nationalities that constitutes RIS, and shall act to foster harmony by recognizing common concerns.

ARTICLE IV

Membership

1. *Eligibility:* Parents or legal guardians of students presently enrolled at RIS are entitled to be considered for membership of the PC.
2. *Term of Membership* Membership will continue for parents, or legal guardians, for as long as the daughter or son is enrolled at RIS.

ARTICLE V

Committee and Officers

The PC shall be administered by a Committee of Officers consisting of:

1. Chairperson; yearly election
2. Secretary; biennial election
3. Treasurer; yearly election
4. Principal; (observer)
5. Class representatives; biennial election
6. Students Council Board Representative

The term of office will vary according to the list above. To ensure continuity each role has a different commitment duration. Each term should be based on a year school term, September-August. Any member or officer is eligible for re-election

Nominations and Elections

1. Any member of the PC, management or teaching staff may nominate a candidate for election at the AGM meeting in September. It is also possible to volunteer and self-nominate
2. At the Annual General Meeting (AGM), candidate proposals will be prepared and shall be read, and those candidates nominated from the floor shall be added to the list.
3. Candidates will be voted on by a secret ballot
4. The candidate who receives the greatest number of votes for each office shall be elected, in case of a draw, there will be a lottery
5. The Student Representatives shall be appointed by the Student Council.
6. Any elected member cannot hold the same position for more than 4 consecutive years but can hold another position on the Committee.

Responsibilities of the Committee

The Committee shall:

1. Be responsible and accountable to the AGM for the running of PC's affairs.
2. Check the minutes of the AGM for accuracy, which will then be circulated via the school website.

3. Form standing committees for specific purposes as deemed necessary.
4. Fill any vacancies on the committee during the year; the position then becomes vacant at the next AGM
5. Ensure appointment of two auditors at AGM

Chairperson

1. Attend all PC meetings.
2. Organize and call the AGM and PC meetings and see that Committee procedures are followed.
3. Give notice of all meetings in accordance with the Constitution.
4. Receive and present to the PC all incoming correspondence.
5. Act as representative of the PC to the RIS Board.
6. Attend Board meetings, or parts thereof, as and when requested by the RIS. The Chairperson (as representative) does not hold voting rights on the Board.

Secretary

1. Conduct the correspondence of the PC meetings.
2. Keep an up-to date record of the Constitution of the PC.
3. Make available up-to-date copies of the Constitution to the Principal for distribution to parents of new students and the Board.
4. Keep accurate minutes of all PC meetings
5. Publicize all minutes through the school website following confirmation of the school Principal
6. Together with Treasurer be responsible for financial accounts

Treasurer

1. Record and keep the financial transactions of the PC in accordance with normal financial practice.
2. Prepare annual financial statements.
3. Furnish the auditors with a complete financial statement and all financial records and information as required by the said auditor in sufficient time for the auditor to present her/his report to the AGM.
4. Ensure a system for financial transactions of the PC
5. Responsible for drafting budgets to be voted upon at the general meeting
6. Shall be the link between the various charity clubs and the PC.

Other appointments

1. *The Principal of RIS his/her designee*: shall serve as a direct liaison between the PC committee and the RIS management and administration.
2. *The Student Council Representative(s)*: shall serve as a direct liaison between the PC committee and the Student Council of RIS.

Meetings

1. Annual General Meeting (AGM) are held in September. Invitation will be sent by RIS administration in the start of school in August
2. PC Committee meetings are held 6 times per year as a minimum.
3. Standing committees meet as a minimum 3 times per year
4. Extraordinary General Meetings may be called at any time. It can be called by the Chairperson, or by a written request to the Secretary signed by at least fifteen (15) parents and/or teachers stating the purpose of the meeting, or The Secretary within one week advise, by way of notice sent from the school, giving two week notice, the time, place and purpose of the meeting; Special meetings of members may only discuss such items as are included on the notice.

Distribution of Funds:

- Distributions of funds should be voted upon as early as possible in the new school year at a PC committee meeting. Advance notice should be given at least one week prior to the meeting at which the vote is to take place.

Vacancies:

- In the event that an officer is vacated the Committee may fill such by invitation, until the election at the next AGM.

ARTICLE VI

Standing Committees

There shall be three Standing Committees of the PC, namely: Class Socialisation, 17th Mai Committee, The School Improvement Committee.

1. The *Class Socialisation Committee* shall help classes arrange social opportunities outside of school and organize activities to welcome new parents
2. The *17th Mai Committee* shall organize an event on 17th Mai and consist of class representatives from third and fourth grade
3. The *School Improvement Committee* shall organize activities for improving the quality of the learning-teaching process

Chairpersons for the committees shall be elected at the AGM together with minimum 4 representatives for the Class Socialisation Committee and the School Improvement Committee.

ARTICLE VII

Liabilities of Members

No member of the PC or its officers shall have any personal obligation in respect to PC liabilities.

ARTICLE VIII

Dissolution or Liquidation

No part of the net income, revenue, or donations to the PC shall benefit any member, officer, or any other private individual (except that reasonable compensation may be paid for services rendered in connection with one or more of the PC's purposes), and no member, officer, or any private individual shall be entitled to share in the distribution of any part of the assets of the PC, on its dissolution or liquidation. In the event of such a dissolution or liquidation, the assets shall be transferred to the school.

ARTICLE IX

Amendments

A majority at any business meeting may amend these articles and or the accompanying by laws during the academic year, provided that there is a quorum present and that copies of such amendments have been distributed to the members previously.

BY-LAWS

1. *Address*: The business address of the PC shall be the address of RIS.
2. *Meetings*: An AGM shall be held in September with other meetings called once per month during the year at times determined by the Committee. The agenda for the AGM shall include election of officers and financial reports. Except in cases of urgent business, notification of the time and place of PC meetings shall be published in the school calendar or written or and/or email notification shall be sent to members at least two weeks prior to the meeting date.
3. *Quorum*: A quorum for voting purposes shall exist when 15 members are present.
4. *Procedures*: General meetings will be conducted in English.