

**THE BYLAWS**  
**OF THE**  
**PARENTS' COMMITTEE OF TRONDHEIM INTERNATIONAL SCHOOL AND**  
**PRESCHOOL (THIS)**

**Approved at Open House meeting 28<sup>th</sup> of October 2009**

**§ 1 FOUNDATION**

The Parents' Committee (PC), Trondheim International School and Preschool (THIS), was founded June 20, 2006. The school is situated at Festningsgata 2, 7014 Trondheim.

**§ 2 PURPOSE**

The purpose of the PC is to be a democratically elected link and support between the school and the parents/guardians of the pupils. The PC can make suggestions to the administration and the boards concerning education, social activities, and shall work to foster a positive social environment at the school. The PC is involved in long term planning of the school and is to be informed of changes in the curriculum. The PC supports and encourages the IB program. The PC representatives shall provide support to the parents and classroom teachers of their respective classes. The PC may provide support to new families at the school.

**§ 3 PC MEMBERSHIP AND ORGANIZATIONAL STRUCTURE**

The PC shall work in close cooperation with the school. Members of the administration and the Boards may be invited to attend PC meetings.

The parents/guardians of each class democratically elect two parent/guardian representatives to the PC at the first parent meeting for the class in the fall. Both representatives have the responsibility of bringing ideas, comments and concerns of the class parents to the attention of the PC. As democratically elected representatives, they represent the views and wishes of the class parents/guardians. The representatives hold their positions for a school year.

Board members and staff cannot be elected to the PC.

Each PC representative has the right to one vote each within the PC.

The PC President calls for the first PC meeting in September. At the first PC meeting, the PC elects from amongst its members the following posts:

- Vice President
- Secretary
- Treasurer
- School board representative
- Internal Auditor

#### **§ 4 THE PRESIDENT OF THE PC**

The President of the PC is elected for a period of two years. The election takes place in the spring, and shall be approved at the Annual General Meetings (AGM). The elected PC President takes on the duty after the approval at the AGM. The President holds the PC seat in both the School's Trust Board and the Preschool Board. As a board member, the PC President has fiduciary duties and shall work for the overall good of the school's and preschool's current and future stability. The PC President does not have representative duties to the PC while sitting on the boards.

The President of the PC does not carry any class contact duties.

#### **§ 5 ADMINISTRATION OF THE PC**

The President of the PC calls for meetings regularly during the school year or when necessary. PC members may request that the president call for a PC meeting when necessary.

Parents are invited to suggest topics to the PC and may be invited to meetings to present ideas, comments, and concerns. The PC maintains the right to discuss these issues in the absence of the invited parties.

The Secretary takes minutes of the PC meetings and the minutes are available to parents at the school office.

The Treasurer shall keep the accounts for the PC. An annual report shall be completed before the annual PC open house meeting.

The School Board representative shall attend the school board meetings and report to the School Board from the PC and vice versa. The representative may deliver specific input to the Trust Board in this way.

The Internal Auditor shall audit the accounts prior to the annual PC open house.

## **§ 6 VOTING**

Members of the PC in attendance at a PC meeting may vote. Absentees may give a written vote to the PC President prior to the meeting. When the votes are equal, the President has a double vote to break the tie. The meeting may make a decision when more than half of the members have voted. A common majority is required to pass a motion.

## **§ 7 PC OPEN-HOUSE**

The PC open-house is held both in the fall and before the AGM in the spring. All parents and guardians may attend this meeting. The purpose of the open-house is to provide information to parents and to be a forum for discussion of current issues of interest. The administration, the Boards, or other invited speakers may present to the parents.

The PC President calls for the PC open-house meeting at least two weeks in advance of the meeting and leads the meeting.

Suggestions to the PC open-house meeting shall be forwarded, in writing, at least one week prior to the meeting. The meeting agenda shall be available one week before the open house meeting.

Suggestions on changes to the PC bylaws must be forwarded to the PC no later than one week in advance of the PC open-house meeting.

Each family has one vote at the open house meeting.

When necessary, the PC can arrange separate open house meeting for the Preschool or the School.

## **§ 8 FORMAT OF THE AGENDA FOR PC OPEN-HOUSE MEETINGS**

- Confirm agenda
- Confirm accounts for the last period
- Present an annual report, if applicable
- Present suggestions and discuss issues

## **§ 9 CHANGES IN THE PC BYLAWS**

Changes in the PC bylaws are voted upon in a PC open-house meeting. A two-thirds majority vote is necessary to make a change in the PC bylaws.

## **§ 10 USE OF FUNDS**

Funds managed by the PC shall be utilized for the best of the pupils at THIS. Pupils, the administration, and teachers at the school may suggest use of the funds.

## **§ 11 DISSOLUTION**

The PC can dissolve (i.e., if THIS dissolves). The dissolution must be decided at a PC open house meeting with at least 50% of the families present. The PC may decide that the properties of the PC are donated to an ideal organization.