

English translation of:

**Bylaws for the Parent Body and the Parent Body Working Committee (PC) at  
the Trondheim International School foundation**

Revised 14.05.2024

**§1 FOUNDATION**

The parents' council at the Trondheim International School foundation started at a foundation meeting on 20 April 2015, originally together with Trondheim International Preschool. The school is located in Festningsgata 2, 7014 Trondheim.

**§2 BACKGROUND**

The Parent Body (Foreldrerådet in Norwegian) is a continuation of the Parents' Committee (PC), which was informally started at the Trondheim International School foundation on 20 June 2006, but not officially registered in the Brønnøysundregister.

At the formal founding meeting on 20 April 2015, the PC's last adopted bylaws in English were translated to Norwegian and revised, to meet the requirements for registration in the Brønnøysund register. The requirements from the Brønnøysund register is that the bylaws at all times must be in Norwegian.

**§3 PURPOSE**

The Parent Body consists of all parents/guardians of children at Trondheim International School foundation. Through cooperation with the school, the Parent Body must ensure the best possible learning environment and social environment.

**§4 PARENT BODY WORKING COMMITTEE (FAU in Norwegian)**

The Parent Body elects a working committee, the Parent Body Working Committee or Parent Committee (PC) for short.

The parents/guardians in each class choose by majority vote two parents/guardians as representatives for the PC at the first parent meeting in the fall. The parent meeting is organized together with the school's administration, and each class teacher facilitates the election. If no one volunteers as PC representative for a class, two random class parents will be appointed. Both representatives are responsible for exchanging ideas, comments and concerns between the class parents/guardians and the PC. As democratically elected representatives, they represent the views and wishes of the class parents/guardians. The representatives are elected for one school year and sit until 31 August of the following year, or when new representatives are elected.

Board members at the Trondheim International School foundation or any of its subsidiaries and teachers at the school cannot be elected to the PC.

Each PC representative has one vote in the PC.

The PC shall work closely with the school. The administration or members of the board of the school can be invited to PC meetings.

The PC can make proposals to the administration and the school board about the education or social activities and shall contribute to a positive social environment at the school.

The PC is involved in long-term planning at the school and must be informed of changes in the curriculum.

The PC supports and encourages the use of the IB school system.

The PC representatives must support the parents/guardians and teachers in their respective classes. The PC can provide support to integrate new families at the school.

The PC President calls the first PC meeting in September. At the first meeting, the PC elects the following among its members:

- PC Vice President
- Secretary
- Treasurer
- Internal auditor

#### **§5 PC PRESIDENT (FAU-leder in Norwegian)**

The PC President is elected for a period of two years. The election takes place in the spring by the outgoing PC at one of its last meetings. The outgoing PC President sits until 31 August of the following school year, unless otherwise specifically agreed with the incoming PC President.

The PC President shall have no responsibility as class representative.

The PC President is the parents'/guardians' representative in the school's board and has the right to speak but not the right to vote there. The PC President must report to the PC from the school board and back.

#### **§6 PC MANAGEMENT**

The PC President regularly calls for PC meetings during the school year or whenever it is necessary.

PC representatives can ask the President to call for a PC meeting when necessary.

If three or more PC representatives demand it, the PC President must call for a PC meeting.

The PC President is responsible for the PC being registered in the Brønnøysund register and that the information there is updated in the event of changes to the bylaws, election of PC President, vice president, secretary, treasurer and internal auditor, etc.

Parents/guardians are welcome to suggest topics to the PC and can be invited to the meetings to present ideas, comments or concerns. The PC also has the right to discuss this without anyone else present.

The secretary keeps minutes of the PC meetings and the minutes must be made available to the PC representatives as well as all parents.

The treasurer must keep accounts for the PC. An annual report must also be prepared before the PC Open House Meeting in the spring.

The internal auditor must check the accounts before the PC Open House meeting in the spring.

## **§7 VOTING**

PC representatives present at PC meetings can vote. Absent PC representatives can give a written vote to the PC President before the meeting. When there is a tie, the PC President's vote is doubled. The PC meetings can make decisions when at least half of the representatives are present. A majority of votes is sufficient to make a decision.

## **§8 PC OPEN HOUSE MEETINGS (FORELDRERÅDSMØTER in Norwegian)**

PC Open House meetings are organized both in the autumn (see §4) and before the annual general meeting (AGM) of the Trondheim International School foundation in the spring. All members of the Parent Body (i.e. all parents/guardians of children at the school) can attend these meetings. The purpose of the meetings is to provide information to the parents and to be a discussion forum on topics of interest.

The administration, the school board or other invited speakers can also be present in addition to the parents.

The PC President calls for the PC Open House meetings, preferably two weeks in advance and leads the meetings.

Proposals for topics for the PC Open House meetings must be submitted in writing no later than one week before the meetings.

The meeting agenda must be made available one week before the PC Open House meetings. Proposal for changes to the PC bylaws must be sent to the PC no later than one week before the PC Open House meetings.

Each family has one vote at the PC Open House meetings. If necessary, practical or in accordance with Norwegian legislation on the operation of private schools, the PC can also organize separate Open House meetings for the school.

## **§9 AGENDA FOR PC OPEN HOUSE MEETINGS**

The parent meetings must have the following agenda:

- Approval of the agenda
- Approval of the accounts for the previous period
- Present an annual report
- Present proposals and discuss topics

## **§10 AMENDMENTS TO THE BYLAWS**

Changes to these bylaws can be approved at the PC Open House meetings. A two-thirds majority is required to amend the bylaws.

## **§11 USE OF FUNDS**

Funds managed by the PC shall be used for the best for all students at the Trondheim International School foundation.

The PC President, PC representatives, students, the administration and teachers at the school can propose measures for which the funds can be used. The PC approves the use of the funds.

## **§12 DISSOLUTION**

The Parent Body can be dissolved (e.g. if the foundation Trondheim International School is dissolved). The dissolution must be decided at a PC Open House meeting where at least half of the parents are present. The PC Open House meeting can decide that the funds at their disposal can be given to a non-profit organisation.