

PLEASE NOTE THAT THIS IS ONLY A TRANSLATION. THE NORWEGIAN VERSION IS THE ONLY OFFICIAL VERSION, AND THE ENGLISH VERSION HAS NO LEGAL MANDATE.

The Children's House Constitution

Approved at APM 19.05.2015

1. Name

The Foundation shall be called "The Children 's House."

2. Purpose

2.1 The purpose of the Children's House is to provide English and Norwegian language pre-school education to children under school age.

2.2 There will be a teaching programme to develop each child educationally and socially, in preparation for the transition to primary school.

2.3 The Children's House is an international kindergarten/preschool (hereafter referred to as "TCH") for children from all religious backgrounds. TCH has therefore no religious instruction.

3. Annual parent meeting (APM) and extraordinary parent meeting (EPM)

3.1 A meeting for parents and staff is held annually in the spring semester. This meeting should be held before 31 May of each school year. Employees may attend the meeting, but they have no voting rights.

3.2 The school board, or at least six of the parents, may convene an extraordinary parent meeting.

3.3 The parents shall be notified one week in advance of the meeting. The notification shall be advertised at school. In addition, there shall be given written notice to the parents. Messages by e-mail are seen as fulfilling this requirement.

3.4 Quorum limitation is set at 10% of votes being present at the meeting.

3.5 Decisions at the APMs will be carried by a simple majority except as stated in paragraph 10 and 11 of this Statute. Each parent who is present has one vote per child attending The Children 's House.

4. The Board

4.1 The Foundation shall have a Board responsible for the management of the Foundation.

- The Board shall consist of 4 members and its composition shall according to the following guidelines:
- The Board shall consist of a Chairperson, Vice Chairperson, an ordinary member and one staff representative.
- At least 1 of the Board members (except the staff member) shall be parents of children registered at The Children 's House as of the date of the election.
- The Principal cannot be a member of the Board.
- 1 alternate member shall be elected for the parents and 1 member for the staff.
- The staff representative and alternate are elected from the staff of the kindergarten. The other representatives are elected by the parents at the APM. If 2 candidates with equal qualifications are put forward for election, 1 without a child attending TCH and one candidate with a child at TCH then the candidate with a child in attendance at TCH shall take priority.

4.2 The term of office of the Board shall be 2 years with a maximum of 6 consecutive years provided that the candidate is re-elected. If a Board members child withdraws from TCH during the Board members term and the number of Board members without children at TCH is higher than 2 the member must withdraw from the Board. However , if the number of Board members without children at TCH is lower than 2, that Board member remains eligible to serve.

4.3 Four members of the Board must be present in order to constitute a forum.

4.4 The decisions the Board make shall be by a simple majority. The Chairperson shall have a final decision in case of a tied vote.

4.5 The Board shall maintain a protocol as stated in the Foundation Laws §31. The protocol shall record time, place, members present, the process of discussions and records of decisions taken by the Board with reference to the foundation during Board meetings.

A board member that disagrees to the outcomes of the discussions can demand that their opinions are recorded. The protocol shall be signed by all the members who attended the Board meeting. (excluding the principal.)

4.6 The Chairperson is responsible for calling the meeting and in sending out the agenda one week before the meeting. The Chairperson is

responsible for leading the meetings. The Chairperson and the Principal shall agree on the content of the agenda. The Principal shall attend all Board meetings.

4.7 A Board member or the principal is disqualified from participating in discussions or decisions relating to matters concerning him/herself or any person with a close relationship to him/her. In specific cases, the Board shall decide what constitutes a close relationship.

4.8 Remuneration to Board members shall be relevant to the amount of work and responsibility that accompanies the task. The size of the remuneration is decided by the APM.

4.9 Further procedures regarding the Boards composition and means of operation are found in the document "Board Guidelines". The Board are required to keep this document updated and that its contents are adhered to.

5 Hiring of staff

5.1 The Principal shall be appointed by the Board. The teaching and other staff shall be appointed by the Principal, according to the guidelines given by the Board.

6. Payment of staff

6.1 The Board shall approve the salaries of the staff.

6.2 The teachers salaries will normally be comparable to the salaries agreed between the Norwegian State and the teacher's union. The assistants salaries will normally be comparable to the salaries of a similar position in the Sola Kommune. The salary of the principal and the Auditor shall be decided by the Board.

7. Finance

The Children's House shall be financed by tuition fees paid by the parents, State and municipal subsidies and donations. The finances shall be operated so that neither profit nor loss is incurred.

8. Financial Accounts

The manager, according to the foundation law §35, shall provide that the accounts of the foundation are in accordance with the relevant laws and regulations and that the properties management is organised in a secure way.

The foundation shall have an auditor. The auditor will be appointed by the APM.

9. Representation

The Chairperson and the Principal shall be able to represent the Foundation. The Boards vice chairperson shall represent the Foundation if the chairperson is not available. The vice principal shall represent the Foundation if the principal is unable to represent.

10 Dissolution

The APM can decide to apply for the dissolution of the Foundation. A decision must be supported by a two-thirds (2/3) majority. The application will be sent to Stiftelsestilsynet according to Stiftelsesloven..

11 Revisions

11.1 Revisions to the Constitution can be made at the annual parents meeting. Revisions to the Constitution can be proposed by the Board or a minimum of six (6) parents with children at the school. Notice of proposed changes shall be given to all parents together with the notice for the annual parents meeting at least seven (7) and maximum 14 days prior to the meeting.

11.2 Revisions to the constitution shall have a 2/3 majority

11.3 Revisions to the Constitution shall be reported to Stiftelsestilsynet according to the relevant laws.

12. Basic capital

The Foundations capital is Kr300.000.

13. Other

Conditions not mentioned in this Constitution shall be in accordance with Norwegian Stiftelsesloven of 15.june 2001 nr. 59.

