

## **The Childrens House Constitution. Approved at the APM 19.05.2015**

### **Name**

1.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 (hereinafter referred to as the school or "TCH") for children from all religious backgrounds. TCH has therefore no religious instruction.

### **3. Annual parent meeting ( APM ) and extraordinary parent meeting**

**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. The 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 at least one week – five working days – 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 10% of the voting members are required to attend the APM for the for a forum to be achieved.

3.5 Any decisions that are made at the APM will be carried by a simple majority except as stated in paragraph 10 and 11 of this Statute. The parents have one vote per child attending The Children 's House.

### **The Board.**

4.1 The Foundation shall have a Board responsible for the management of the Foundation. The members of the Board will be elected at the annual parents meeting. The Board shall consist of five members and its composition will be led by the following directive:-

- The Board shall be composed of a Chairperson, Vice Chairperson, an ordinary member and 2 staff representatives.
- The chairperson and vice- chairperson shall be parents to children who are registered at The Children 's House as of the date of the election.
- The principal cannot be a member of the Board.
- There shall be one alternate member for the staff and up to 2 alternates for the parents.

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 member withdraws from the Board in his period of election an epm must be called and a new member shall be elected.

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

4.4 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.

If a board member or the principal disagrees with the outcomes of the discussions they can demand that their opinions are recorded. The protocol shall be signed by all the members who have taken part in the discussion..

4.5 The Chairperson is responsible for notifying the members of a meeting and in sending out the agenda. 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.

4.6 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.

4.7 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 at the APM.

4.8 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 Board shall approve the salaries of the staff. The teachers and 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**

8.1 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 foundations accounts shall be audited by an external auditor.

The auditor will be appointed by the annual parents meeting.

## **9 Representation**

The Chairperson and the Principal may 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 decided by the foundations supervisory body according to Stiftelsesloven.

## **11 Revisions**

11.1 Revisions to the Constitution can be made at the annual parents meeting/extra-ordinary 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 the 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 the Foundation authority according to the relevant laws .

## **12. 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 (stiftelsesloven).