

**Constitution  
of  
The Copenhagen International School**

**I Name and legal status of the School**

1. The name of the school is The Copenhagen International School (CIS). It is a self-owning and independent educational institution.
2. The school is situated in Copenhagen Kommune and is located at Levantkaj 4-14, 2150 Nordhavn. The CVR number of the school is 53060811.

**II Purpose of the School**

1. The purpose of the school is to promote and provide an international education conforming to the spirit and principles of the United Nations. The school serves the transient international community in Denmark, and other families desirous of obtaining an international education. The school will teach its academic disciplines in English. Danish will be included in the curriculum.
2. The curriculum shall be designed to enable graduates to enter universities in any part of the world. Upon successful completion of the requirements, a graduate may be awarded a High School Diploma, an International Baccalaureate Diploma, or other certification.

**III Standards**

The educational standard of the school shall at least be level with the Danish "Folkeskole" and "Gymnasium" as well as other international and United Nations schools.

**IV Regulations**

The school shall be operated in accordance with all applicable Danish regulations for private schools and gymnasiums.

**V Membership of the School**

1. All parents or guardians of pupils enrolled in the school are members of the parent body and can participate in the General Meeting and vote in elections. The parental rights under the Act on Private Schools etc (Lov om friskoler) rest with the person or persons, who have custody of the child, cf §38 of the Act.

2. Each school year at least one General Meeting for all parents or guardians of pupils enrolled in the school shall be called by the School Board.
3. Parents or guardians shall be entitled to one ballot each, regardless of the number of pupils they have enrolled in the school,
4. Parents or guardians of pupils enrolled at the school shall not be held responsible for debts the school incurs.
5. Parents or guardians of pupils enrolled at the school shall be responsible for supervising the general operations of the school, including compliance with the purpose and standards as stipulated in II and III. The parent body decides how the supervision shall be exercised. The Board is responsible for ensuring that the parent body elects supervisors and shall lay down the guidelines for this supervision.
6. The parent body can from one time to another decide that the local municipal board shall handle the supervision. At least every fourth year the parent body must decide, whether it or the local municipal board shall handle the supervision.

#### **VI Function and Composition of the School Board**

1. The governing body of the school shall be the School Board, which has the authority and responsibility to establish overall academic and administrative policies for the school.
2. The Board is responsible for the general management and for the proper operation of the school, including the administration of the subsidies from the Government, cf. Act on Private Schools etc. (Lov om friskoler og private grundskoler) and Act on Gymnasiums (Gymnasieloven)

The Director of the school is in charge of the daily management of the school and is accountable here fore to the parent body and the Board. The Director of the school has full pedagogical responsibility towards the Danish Minister for Education. The Director must have competence to teach one or more subjects at gymnasium level.

3. The Board shall consist of a minimum of 7 and a maximum of 9 members, of whom at least 4 shall be current parents or guardians of a CIS student. A minimum of 2 and maximum of 3 members shall be elected from and by the parent body. Elected members shall serve for a period of minimum 2 years and maximum 4 years, and may be re-elected. In addition, the Board shall appoint remaining members. Appointed members shall be appointed for a period of minimum 2 years and maximum 4 years, and may be reappointed.

Parent-elected Board members do not have to resign from the Board if, during the term, his/her child leaves the school against the wishes of the Board member.

A Board member must immediately resign if the member no longer fulfils the qualification requirements of the Act on Private Schools etc. (Lov om friskoler og private grundskoler) and Act on Gymnasiums (Gymnasieloven). Where a member resigns during his/her tenure, e.g. because of a general disqualification, a new member must be elected or appointed as soon as possible for the remainder of the tenure.

4. In the exercise of Board duties elected and appointed Board members shall be independent of the organization, institution, association or likewise with which they are associated.

5. Elected Board members who resign during the school year shall be replaced by parent elected substitutes. One substitute shall be elected by the parents or guardians at a General Assembly and will automatically join the Board should an elected member resign. The substitute will serve to the end of the resigned elected Board member's term.

6. A person who owns the school building and rents it to the school shall not be qualified to sit on the Board. Likewise, all individuals who are members of the Board or act as the advisor or own or work for any organization or business, which rents the building to the School, shall not be qualified to sit on the Board. A member of the Board of another private school under Danish legislation shall not be qualified to sit on the Board.

7. A Board member cannot be dismissed during his/her term. A Board member does not have to resign if during the term his/her child leaves the school against the will of the Board member.

8. The Board constitutes itself and elects a chairman among its members. If a vice-chairman is elected he shall replace the chairman in his absence.

9. The Board shall lay down its order of business and decide how meetings shall be called.

10. The Board shall elect its own officers and shall have the authority to organize committees and establish any necessary rules of procedures. The Board establishes its own agendas. It shall keep a written record of all Board meetings. The record shall be signed by the members present at the meeting. Members of the board have the right to have a different opinion entered in the record.

11. The Board can make decisions if a quorum is present, a quorum being a majority of its members. Decisions are made by majority vote. Voting by proxy or letter shall not be possible. In case of a tied vote, the chairman - or in his/her absence the vice-chairman - has the casting vote.

12. A member of the Board shall not vote in matters where he/she or his/her close relatives has a financial or special personal interest. The general rules regarding disqualification and secrecy in public administration applies to the members of the Board, cf. The Administrative Act (Forvaltningsloven) chapter 2, disqualification, and chapter 8, secrecy. Cases of established disqualification shall be entered in the written record.

13. The Board members shall be at least 18 years old, and the majority of the members, including the chairman, shall be registered in CPR or registered as diplomats or personnel with International Organizations with the Danish Foreign Secretary and resident in Denmark.

14. The Board shall as far as possible have a balanced composition of men and women, cf. Act on Equal Treatment of Men and Women (Ligestillingsloven) §11.2.

15. The Board shall be responsible for the employment and dismissal of all employees of the school. The authority to employ and dismiss employees can be delegated to the Director. The authority to appoint the Director shall always remain with the Board.

16. The Board shall have the authority to buy, sell and mortgage the school property.

17. The school fees shall be determined by the Board as well as fees for after-school care.

18. The members of the Board shall not receive any fee from the school for their role as members of the Board

19. The Director and others invited by the Board, including school Administration and teacher representatives, shall participate in Board proceedings without the right to vote. The Student Council shall appoint a representative to participate in Board meetings without the right to vote. The general rules regarding disqualification and secrecy in public administration of the Board, cf. The Administrative Act (Forvaltningsloven) chapter 2, disqualification, and chapter 8, secrecy, are applicable. All of the school's employees are bound by the aforementioned regulations.

### **VII Elections to the School Board**

1. School personnel are not eligible to serve on the Board and can only participate in the elections, when they are parents to children attending the school.

2. School personnel whose children attend the school are allowed to participate in the vote.

3. Elections shall be carried out by secret ballot.

### **VIII The Director**

1. The School Board shall appoint a Director. The Director's authority and responsibility includes that of a rektor as stated in the gymnasium law. The Director shall be approved by the Minister of Education.

2. The Director is responsible for the daily management of the school and has the full pedagogical responsibility towards the Ministry, parent body and Board members, The Director must have competence to teach one or more subjects at gymnasium level. The general rules regarding disqualification and secrecy in public administration apply to the Director and other school personnel, cf. The Administrative Act (Forvaltningsloven) chapter 2, disqualification, and chapter 8, secrecy.

3. The Director is responsible for the implementation of Board policy and has full responsibility for the daily operation of the school, and the recruitment of staff members.

4. The Director shall advise the Board on matters of importance to the school, including the employment and dismissal of all employees of the school.

### **IX School Financial Responsibility**

1. The funds of the school shall derive from pupil tuition fees, subsidies from the Danish government, contributions from private and public institutions, and donations from individuals.
2. Contributions to the school do not give a right to any share in the school's assets or profits.
3. Any surplus from the school operations shall belong to the school and shall be placed into an operating or capital investment fund, to be used for the benefit of the school. Liquid assets shall be placed in accordance with Act on Private Schools (Lov om friskoler og private grundskoler) §20 a, 2 and Act on Gymnasiums (Gymnasieloven) §18 kk, 2. The funds shall not be paid into accounts etc. at the disposal of others than the school.
4. The school's funds shall only be used for the benefit of the school's operation as a school and teaching institution.
5. The Board shall administer the school's funds in the best possible way for the school and with due financial consideration.
6. The Board is responsible for ensuring that an accurate annual financial statement is prepared in accordance with existing rules. The Board shall make certain that the school's financial statements are properly audited in accordance with existing rules. The auditor shall be appointed by the Board.
7. The annual financial statements shall be prepared, audited and sent to the Ministry of Education at the latest by the 15th April.
8. All Board members shall sign the annual financial statements and give a solemn declaration that they meet the requirements for being on the Board.
9. School financial disbursements shall be signed by at least two individuals authorized for this purpose by the Board.
10. All major financial commitments shall have the approval of the Board.
11. In dealings with a third party the school shall be committed only by the chairman of the Board and the Director jointly or by one of the two together with the vice chairman. This authorization cannot be delegated nor can a power of attorney be given. The Board can authorize the Director to, under the responsibility of the Board, carry out general functions of management in order to carry out expedient daily management of the school.
12. Board members are not personally liable for the debts of the school but can be held responsible according to Danish liability law.
13. Each year the financial statements shall be presented to the parents and guardians at a General Meeting.

14. The Board can lay down rules regarding access to information about the school. Parents/guardians, permanent staff and pupils of age have the right to make themselves acquainted at any time with budgets, financial reports and auditor's records approved by the Board. The Board can decide that this right can be given to others as well. Information covered by the secrecy rules in The Administrative Act (Forvaltningsloven) cannot be passed on.

### **X General Meetings and Amendments to the Constitution**

1. The Board shall call an Annual General Meeting each year to be held between March 1<sup>st</sup> and April 30<sup>th</sup>.

2. The Annual General Meeting shall be called with three weeks' notice. All parents and guardians of the school shall be called by a letter including the agenda for the Annual General Meeting. The agenda shall include the following points:

1. Appointment of the chairman of the General Meeting.
2. The Board's report for the last school year.
3. Submission of the annual financial statements of the school and budget for the year.
4. Proposals for amendments to the constitution.
5. Election of Board members and substitutes. Election of one or more supervisors.

The Board is responsible for ensuring that only persons belonging to the parent body vote in the election for board members, and that only parents/guardians to pupils in the primary school vote in the election of supervisors.

3. Changes to the Constitution are made by the Board and the General Assembly acting in unison. The Board makes its decision by majority vote.

- a) Written proposals must be in the hands of the Board by the 1st of February.
- b) The School Board may initiate a proposal for an amendment or a group of parents and guardians representing at least 25% of the children in the school may submit a written proposal to the School Board.
- c) At the General Meeting, voting shall proceed after adequate discussion time has been provided.
- d) In the elections held for elected Board members and supervisors, a power of attorney can be given to that/those people, that the person shares custody with. Votes may be made by absentee ballot but shall be submitted in writing to the Chairman of the Board prior to the General Meeting.
- e) All amendments shall be adopted if 2/3 of the total number of present and sent-in absentee ballots approves it
- f) The Board can at all times adopt amendments to the Constitution necessary to fulfill the legal requirements under Danish legislation and written orders by the Ministry of Education. The parent body must be informed by letter of such changes.

4. An Extraordinary General Meeting may be called by the Board at any time during the school year with three weeks' notice. An Extraordinary General Meeting shall be called by the Board if at least three members of the Board demand it. The rules for calling the Annual General Meeting apply.

5. The Board must call an Extraordinary General Meeting upon submission of a petition signed by a group of parents representing at least 25% of the children. The agenda of the meeting will include the points in the petition.

6. Resolutions of the general meeting shall be entered into the minute book and the chairman of the general meeting shall sign the minutes.

### **XI Dissolution of the School**

1. In cases where the Board is legally obliged to liquidate the school, the Board has the authority to make the decision to liquidate the school. The decision is reached in accordance with the rules found in Article VI, 11

2. If the school ceases to function in agreement with the purposes of this constitution, it shall be dissolved. It is the responsibility of the Board to advise the Ministry of an impending decision.

3. A decision to dissolve the school can be made only at a General Meeting where at least 2/3 of the total membership votes for the dissolution. If fewer than 2/3 of the total number of ballots are cast the dissolution proposal shall be made to a new General Meeting at the earliest 21 days later where it may be approved by 2/3 of the ballots present.

4. It shall be the responsibility of the Board, in the event of the dissolution of the school, to continue to function until the school's assets and liabilities are disposed of in accordance with Danish law, by a court decision or by liquidation proceedings. The Board shall have the responsibility for the maintenance of the school's assets and shall make certain that any economic settlement in connection with the school's dissolution takes place in accordance with Danish law, and that the school's remaining assets shall be applied with the approval of the Ministry of Education to furthering the cause of international education in Denmark under the Act on Private Schools (Lov om friskoler og private grundskoler) and the Act on Gymnasiums (Gymnasieloven). This does not apply to the extent that doing so would violate other economical rights protected by § 73 in the Danish Constitution. In these cases, there is no curtailment of these existing rights.

5. In the event of a dissolution the Board shall immediately inform the parents or guardians of the decision and the cause for it. The Board shall inform the Ministry of Education and the communes, where the pupils are resident, of the resolution. The Board shall inform the Ministry of Education if the school is suspending its payments (standser sine betalinger), if the school is going into bankruptcy or the operation of the school otherwise is at risk of cessation.

Nordhavn, 25th of April 2018

Names and signatures of all members of the Board:


Lars Krogsgaard (Chair)



Sylvia Scharf (Vice Chair)



Caroline Banerjee



Rosalind Gibbons



Dimitri Griffioen



Heather Stevenson



Jay Watkins

