

# Parent Council : Constitution



## **AAGE Parent Council Constitution**

Adopted August 2012 / Revised May 2013

Revised May 2014

# Parent Council : Constitution



## 1. Operational Rules and Regulations

1.1. Rules and Regulations governing the operation of this body are decided upon by the general membership of the Parent Council. To take effect, they must also, be approved by the AAGE Board. An updated copy of this constitution should be on file with the Board.

## 2. Purpose

2.1. The purpose of the Parent Council is to find venues of support which will facilitate and enhance cooperation between the school and the parent body. The role of the Parent Council is to build healthy relationships between the school and parents. The Parent Council supports the school in various ways including organizing school events and school activities, and offering practical and social support to AAGE parents who have recently moved to Aarhus. The Parent Council serves as a link between parents at the school and the School's management and the Board.

## 3. Members of the Parent Council Management Committee (PCMC)

3.1. Election for the members of the PCMC will take place annually in May of each school year by means of the PC's electronic voting system.

3.2. The PCMC is established among parents and therefore only consists of parents with children enrolled at the school.

3.3. The PCMC consists of a number of positions described in Annex #1 of the AAGE Parent Council's Constitution.

## 4. Election of PCMC members will be managed under these conditions

4.1. The parent body is to be canvassed by email and asked to offer up the names of nominees or themselves for the various PCMC positions by return email.

4.2. The names of candidates, once identified, will be circulated to all parents who then will be asked to vote for their preferred candidate in each of the positions.

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4.3. Votes will be tallied and results will be announced electronically to the parent body as well as at the last General Parent Membership Meeting (GPMM) in the beginning of June.

### **5. Accession of Rules and Regulations**

5.1. The PCMC may prepare a new set of guidelines and tasks for the Parent Council, including meetings, number of members, etc.

5.2. Rules and regulations must always be kept within the general guidelines provided by the AAGE Board for the Parent Council.

### **6. Tasks**

6.1. The PCMC is responsible, in collaboration with school management, to call and organize meetings with parents.

6.2. The PCMC should organize at least 4 General Parent Membership Meetings (GPMM) with parents each year ensuring that Parent Representatives on the Board and the Head of School or said representative are invited to attend.

### **7. Number of Parent Council Management Committee (PCMC) Meetings**

7.1. There will be a meeting of the PCMC every month except December and July. The meetings will be on the third Tuesday of the month at 19.00 hours.

7.2. Meetings can be held at other times if agreed upon by the PCMC.

7.3. PCMC meetings should be called with 8 working days notice. An agenda is to be included with the meeting request. The meeting request can be sent out via email.

### **8. Place of Meetings**

8.1. Meetings are generally held at AAGE. Meetings can be held at other locations if agreed upon by the PCMC.

### **9. Decision - Making**

9.1. Decisions are made by majority vote of those present at a meeting on the condition that the rules for calling the meeting have been followed.

9.2. In the event of a tie, the proposal is considered not approved.

9.3. When voting for members of the PCMC, votes are to be submitted via email. For any other decisions, which require members of the parent body to be present, voting on issues will take place at a GPMM

### **10. Guest Participants**

10.1. The Head of School or said representative is encouraged to participate if requested by the Parent Council.

### **11. Minutes**

11.1. The PCMC is responsible for taking the Minutes of the general parent membership meetings.

11.2. The Minutes from the GPMM should be sent out as soon after the meeting as possible. A copy is also to be sent to the school management, the Board and posted to Managebac.

### **12. Agenda**

12.1. The standing agenda items for the GPMM meetings can include the following points.

- News from the Board
- Communication with the Board
- Social Activities – status report

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- Issues from/to the Parents
- PC Financials
- News from Head of School
- Other business

### **13. Scope of Responsibility**

13.1. All issues may be discussed; however, the Parent Council has no decision making authority regarding the following:

- Curriculum
- Finance
- Staff

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