

## Articles of Association of Rygaards International School Parents Committee

### 1. Name and address

The association formed under these articles shall be known as Rygaards International School Parents Committee hereinafter referred to as the 'IPC'.

The contact address for the IPC shall be:  
Rygaards International School Parents Committee  
54 Bernstorffsvej  
Hellerup  
DK-2900

Details of the address for the Association Registration is included in section 2.1.

### 2. Not-for-profit Association

The IPC is a 'Frivillig Forening', a not-for-profit association. As such, the IPC shall not be operated for its own profits, nor shall any individual benefit from the net earnings. The IPC shall not receive or request any funds from the kommune or government departments.

#### 2.1. Association Registration

The IPC is registered with CVR 42629901.

The IPC is required to renew the registration every three years. The CVR number was last renewed in August 2021.

The registered address of the association will be that of one of the elected IPC Officers who foresees retaining membership of the IPC and residency in Denmark for not less than a further six months. The registered address should be updated without delay, to that of another serving Officer, if these circumstances are no longer met.

### 3. Aims and Objectives

The IPC welcomes families into the Rygaards community, and plans events and functions for students and their families, to foster academic excellence, cultural diversity and friendships.

The IPC works in co-operation with Rygaards School to achieve the following:

- to foster and create a greater sense of 'community' within the school
- to support the school mission and vision
- to arrange and encourage fund-raising activities in support new or improved resources including but not limited to library books, educational aids, equipment and facilities
- to facilitate the election of parent representation on the Board of Governors

- to organise social events for students, parents and teachers
- to support other charitable projects nominated by the school, teachers, pupils or association members
- to promote student and parent participation in these aims and objectives.

#### **4. Membership**

Every parent or guardian of a pupil in the International Department of Rygaards School is a member of the association whilst they have a child at the school. An annual subscription, included in the school fees is collected by the school on behalf of the IPC. The membership fee is agreed by the IPC and school management and charged once per family per calendar year. Membership of the association is automatically terminated when the member ceases to have a pupil enrolled at the school.

#### **5. The IPC Committee**

The Membership of the IPC shall be represented by the IPC Committee. The IPC Committee shall have a minimum of five and a maximum of six officers and a minimum of one and a maximum of three parent Class Representatives for each class in the school.

The officer positions shall be:

- Chair
- Co-chair
- Secretary
- Treasurer
- Assistant Treasurer
- Communications Officer

The roles and responsibilities of the Officers and Class Representatives are described in Appendix 1.

##### **5.1. Nomination and Elections of Officers**

The election of office bearers shall usually take place at the Annual General Meeting (AGM) (see 9.2).

At the AGM, all positions will be declared vacant. The members present at the meeting will be asked to nominate candidates and elect officers for the following year. The candidate who receives the highest number of votes for appointment to each officer position shall be elected.

All serving officers are eligible for nomination and re-election.

Any member of the IPC, school administration or teaching staff can nominate a candidate for election for and IPC committee role (including themselves).

The candidate must be a member of the IPC and must, therefore, have a pupil currently enrolled in the school.

Following the election of a new officer, the outgoing and incoming officers are encouraged to participate in a process of handover and training in the period between election and the beginning of the new term of office.

### **5.1.1. Officers Term of Office**

The term of the Officers shall be for one calendar year from 1<sup>st</sup> August to 31<sup>st</sup> July.  
An Officer position will automatically be deemed vacant if the member ceases to have a pupil in the school.

### **5.1.2. Officer vacancies**

In the event of resignation or if the position is deemed vacant (if the member ceases to have a pupil in the school) during the term of office, the officer position may be filled

- by IPC Committee election via the IPC's current electronic communication platform
- or, if within three months of the next AGM, by invitation.

## **5.2. Nomination and Elections of Class Representatives**

Class Parent Representatives shall be elected between the start of term and before 1<sup>st</sup> September and the first IPC meeting of the school year.

These elections will be facilitated by the outgoing Class Representative and may take place in the 'meet the teacher' meetings or via the IPC's current electronic communication platform.

All serving Class Representatives are eligible for nomination and re-election.

Following the election of a new Class Representative, the outgoing and incoming representatives are encouraged to collaborate in the period between election and the beginning of the new term of office.

### **5.2.1. Class Representative Term of Office**

The term of the Class Representative shall be for one calendar year from 1<sup>st</sup> September to 31<sup>st</sup> August.

A Class Representative position will automatically be deemed vacant if the member ceases to have a pupil in the school.

### **5.2.2. Class Representative vacancies**

In the event of resignation or if the position is deemed vacant (if the member ceases to have a pupil in the school) during the term of office, the class representative position may be filled by invitation.

## **5.3. Sub-committees**

For specific events planned by the IPC, the Committee may choose to appoint Committee Members to a sub-committee to manage the organisation of a specific event.

The establishment of any Sub-committee shall include the appointment, by the IPC, of a Sub-committee Chair and Sub-committee Treasurer, who will take responsibility for the event delegated by the Officers. Other members of the IPC may also be invited to join the Sub-committee to assist in the organization and running of the event.

## **6. General Rules**

### **6.1. Language**

The IPC's working language shall be English: all meetings shall be conducted in English and all formal documentation shall be written in English.

### **6.2. Power of Attorney**

The Chair, Co-chair and Treasurer are each, individually, assigned Power of Attorney on behalf of the IPC including responsibility for

- entering into agreements with third parties on behalf of the IPC
- instructing changes to and maintaining the service agreement with the IPC banking provider

### **6.3. Quorum**

The minimum number of Committee Members (Officers and or Class Representatives) that must be present to constitute an official meeting shall be eight.

### **6.4. Decision making**

All decisions require a formal vote.

A member must first propose the motion, for example

- to approve a funding application
- to adopt changes to articles of association
- to decide to run an event and to allocated a budget to that event

A second member must support the motion.

Following this, a vote will be held, counting votes for and against as required to demonstrate a majority decision in favour, or against, the motion.

Decisions shall be carried by simple majority. If a majority vote is not achieved, the Chair shall have the casting vote.

#### **6.4.1. Decision making via official online communication**

The minimum number of votes that must be cast via any official online communication platform for a decision to be carried is eight. Decisions shall be carried by simple majority. If a majority vote is not achieved, the Chair shall have the casting vote.

## **7. Financial Management**

The IPC funds may be used for any purpose approved by resolution of the IPC which relates to the general operating costs of the IPC or to its objectives and aims.

Funds raised for a specific purpose shall not be used for any other purpose without the approval of the IPC.

### **7.1.Accounts**

The IPC's financial year shall run from 1<sup>st</sup> August to 31<sup>st</sup> July.

The accounts of the IPC shall be maintained in such a way that they are ready for audit at any time. IPC shall appoint independent auditors in the event that an audit is required. Provision for the cost of any audit will be retained in the IPC's cash assets.

### **7.2.Purchasing Authority**

There shall be no fewer than two and no more than four signatories on any IPC bank account or online payment platform at any time.

### **7.3.Income**

The IPC is funded by the

- members annual membership subscription (see section 4)
- fundraising events run by the Association

### **7.4.Approval for Expenditure**

Requests for funds from the IPC may be received from the school administration, from the teaching staff or from members of the IPC.

Requests should be received no fewer than ten days prior to any general committee meeting using the IPC Funding Request Form.

Requests from the teaching staff are also subject to the approval of the school administration. Approval from the school administration does not necessarily guarantee approval from the IPC.

Each request and approval for IPC funds is treated as a one-off request and approval; approval in one academic year does not necessarily guarantee approval in a subsequent academic year.

## **8. Members Liabilities**

The IPC Committee shall make all reasonable provision to limit any personal obligation of the Officers and Members of the IPC with respect to the Associations liabilities.

## **9. IPC Meetings**

The IPC members will meet a minimum of four times a year but not more than once every six weeks.

Notice shall be deemed to have been properly served if sent to the school Management Team, to Officers and to Class Representatives, and if a message is posted to the whole membership via the IPC's current electronic communication platform.

Notice of an IPC meeting shall be given with not less than two weeks' notice. The agenda shall be distributed not less than one week before the meeting.

The General Rules (see section 6) shall apply to all IPC Meetings.

The minutes of a IPC meeting will be distributed to the IPC Committee within three days of the meeting, and published for all members to view within one week of the meeting.

### **9.1. Initial General Meeting (IGM)**

The IGM will usually be held in the first week of September.

The IGM Agenda shall include, but not be limited to:

- welcome of all returning and newly appointed Officers and Class Representatives
- elections to any vacant Officer roles
- review of any proposed amendments to the Articles of Association (see 12)
- presentation of the Overview for the year ahead by the Chair, including a summary of events and provisional dates
- presentation of the Annual Budget by the Treasurer

Following the IGM the agreed Articles of Association shall be signed by all IPC officers, together with the minutes of the IGM and a copy of these documents shall be forwarded with the Registration Certificate for the association to the associations bank.

### **9.2. Annual General Meeting (AGM)**

The AGM will usually be held on the last Monday in May, unless this is a public holiday, when the AGM will be held on the second to last Monday in May.

The AGM Agenda shall include, but not be limited to:

- the Chair's report on the association's activities since the previous general meeting
- the Committee's proposals for future activities
- the Treasurer's report and presentation of accounts, projected to the school year end
- the election of the Officers for the following school year (see 5.1)

## **10. Parent Representation on the Board of Governors**

The Board of Governors of Rygaards School seeks to appoint a Parent Governor from the membership of the IPC to the Board. The Parent Governor is elected for a period of two years, from 1st April, in odd years. If the representative ceases to have a child at Rygaards they would have to resign from their post on the Board of Governors, triggering a mid-term election.

The Governors seek nominations for election from the IPC membership. In the case of a contested election the IPC shall organise the election, by secret ballot, of a representative to the Board of Governors, from amongst the membership of the IPC. Each family from the International Department is eligible for one vote.

If the elected representative to the Board of Governors is an Officer or Parent Representative within the IPC they must resign from this role before joining the Board of Governors.

The Parent Governor shall be invited to attend all formal IPC Meetings.

## **11. Dissolution**

In the event of the dissolution of the IPC, no part of the IPC's assets shall benefit any member, representative, officer or any other private individual nor shall any member, representative, officer or private individual be entitled to share any distribution of the assets of the IPC.

In the event of the dissolution of the IPC, the IPC's assets shall be donated to Rygaards School International Department.

Reimbursement of personal expenditure by officers, representatives or members to support the running of the IPC does not constitute benefiting from the IPC's assets.

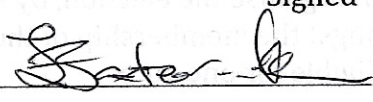
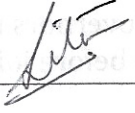
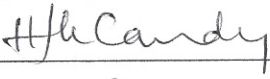
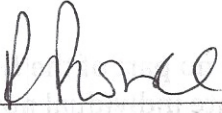

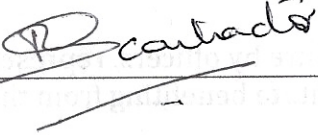
## **12. Amendment to the Articles of Association**

The Articles of Association shall be reviewed annually by the officers in advance of the Initial General Meeting (see section 9.1).

In addition, amendments to the articles may be proposed by a majority of the Officers of the committee or by ten or more Members of the association.

Provided that the proposal is received by the Chair at least two weeks before the next general meeting, the proposed rule amendment shall be included in the notice of the meeting to be sent to members not less than two weeks before the meeting.

Such proposed amendments to the articles may then be passed by a simple majority of members voting in person or by proxy at the Initial General Meeting or any subsequent General Meeting.

	Signed	Date
<b>Tiffany Baxter-Warman</b> IPC Chair		<u>2nd Sept. 2021.</u>
<b>Smita Arora</b> IPC Co-chair		<u>2nd Sept. 2021</u>
<b>Helen Candy</b> IPC Treasurer		<u>2nd Sept 2021</u>
<b>Rachel Prowse</b> IPC Secretary		<u>2.09.21</u>
<b>Priya Santharam</b> IPC Communications Officer		<u>3.09.21</u>
<b>Masuma Contractor</b> IPC Assistant Treasurer		<u>2.09.2021.</u>