Constitution of the PA ESCPH

1 Name and Location

1.1 The Association shall be called " Parents Association of European School Copenhagen " abbreviated to " PA ESCPH " and hereinafter referred to as the association.

1.2 The Association is located at European School Copenhagen, Ny Carlsberg Vej 99, 1799 København hereinafter referred to as ESCPH.

2 Aims

2.1 The aim of the association are:

- to build a strong school community
- to promote a positive European school culture
- to support both the school and parents, to improve the children's lives in school.
- Organize and implement initiatives to improve the school environment.
- Create a network with other European Schools (CAPEEA & AES)
- to arrange social activities for all parents and encourage them to be an active part of the association.

3 Membership

3.1 All parents of a pupil studying at the ESCPH are members of the PA ESCPH regardless of the payment of the annual contribution.

3.2 Furthermore, the association is open to all students interested in its development.

4 Annual contribution

4.1 The association's annual contribution for the coming year is set at the Annual General Meeting.

4.2 Annual contribution (150kr per family) helps to support student across whole levels with funding various activities e.g., proms, secondary school trips, musicals.

4.3 Every member has, in principle, the duty to pay the annual contribution.

4.4 The contribution is paid by family regardless of the number of children studying at the ESCPH for an academic year.

4.5 The contribution is to be made using the website after being logged into.

5 Annual General Meeting (AGM)

5.1 A General Meeting of the association shall be held each year on the third Thursday of September from 15:00 until 17:00.

5.2 All members shall be advised by notice in writing, at least 1 month before the meeting.

5.3 If due to extraordinary circumstances it is not possible to meet in person, the Committee may decide to hold the meeting digitally.

5.4 Any member desirous of moving a resolution at the AGM shall ensure that such a resolution has been forwarded to the Committee at least 15 days before the meeting. Such resolutions shall appear on the agenda of the AGM, chapter 6, item 7.

6 Agenda of the AGM

6.1 The agenda shall cover, but not be restricted to, the following points:

1. Election of chairperson (see chapter 7)
2. Approval of minutes of last AGM
3. Reports from the administrative Committee
4. Presentation of the Accounts for the preceding year and budget for the coming year
5. Establish the number of votes.

6. Annual contribution
7. Resolutions
8. Election of the administrative committee
9. Any Other Business

7 Conduct of AGM

7.1 Annual General Meetings of the association shall be chaired by the association chairperson or, in the absence of the chairperson, a duly elected member of the association.
7.2 Each family shall have one vote on every motion.
7.3 If the meeting is held digitally, the members may cast their vote through the selected media.
7.4 A proxy vote is allowed to be given to a member that is participating to the AGM.
7.5 The form of voting shall, unless a secret ballot is requested by at least 2 members, be decided by the chairperson.
7.6 Motions shall be carried by simple majority.
7.7 In the case of equality of votes, the chairperson of the meeting shall have the casting vote.
7.8 The result of all such voting shall be noted, and minutes of the AGM shall be recorded as directed by the chairperson.
7.9 The decisions taken at the AGM, within the terms of the constitution are the highest authority in the association.
7.10 In the AGM the decision of the chairperson shall be final and conclusive, and binding on the members as to the interpretation of this constitution and the byelaws and regulations made thereunder.

8 Extraordinary General Meeting

8.1 An extraordinary general meeting may be convened at any time by the Committee upon receipt of a request from at least 10 parents.
8.2 Notice and Agenda of the meeting shall be governed by § 6 and § 7.

9 Administration of the association

9.1 The administrative Committee is the responsible leadership of the association and represents the association in all matters.
9.2 The administrative Committee, elected for one year at the time, shall consist of:

- Chairperson,
- Vice-chairperson,
- Secretary,
- Treasurer.

9.3 In addition to the above elected committee members, the following positions can be filled:

- Social responsible,
- Merchandise responsible,
- Communications responsible,

9.4 The administrative Committee members may establish subcommittees as it deems appropriate. Decisions made by such subcommittees shall be presented for approval at the next Committee meeting.
9.5 Incumbent committee members are eligible for re-election.
9.6 In the event of a vacancy on the Committee, the Committee shall have the power to elect any member to fill such vacancy. Such appointment must be notified to all members.
9.7 The chairperson, Vice- chairperson and Treasurer shall, as a quorum, act as the association authorized signatories, have the power of attorney to administer the association's finances, appoint bankers, and direct the opening of banking accounts for specific purposes and to transfer funds from one account to another, and to close any such account.

10 Role of committee members

10.1 The role of the administrative committee is as follows:

- Chairperson

- Head of the Committee
- Representation of the PAESCPH at Parent Council meeting and other meetings
- Representation of the PAESCPH to the CAPEEA

- Vice- chairperson
  - Deputy head of the committee
  - Can do everything as the chair and is replacing the chairperson if this person is absent
- Secretary
  - Member registration
  - Arranging committee meetings
  - Minutes from meetings
- Treasurer
  - Accounting and Budgeting
  - Updating database of paid membership

10.2 Among all the active members, the following responsibilities/activities will be divided and shared:

- Merchandise responsible
  - Selling events
  - Merchandise inventory
  - Creating and providing the PAESCPH with marketing & branding material
- Communication responsible
  - Maintaining and updating website
  - Promotional flyers and posters
  - Social media
  - Communications with school newsletter

11 Committee way of working

11.1 The Committee shall assemble after the Annual General Meeting to discuss the new year planning on the 1st Monday of October.

11.2 The Committee shall set its own agenda.

11.3 The Committee is considered to have a quorum when at least two of its members are present.

11.4 The Committee shall produce minutes of all meetings.

12 Financial Accounts and Budget

12.1 The financial year of the PA ESCPH is the academic year.

12.2 The accounts, Profit & Loss, and Balance Sheet, for the previous year shall be made available to the committee latest two weeks before the AGM for review.

12.3 The reviewed accounts shall be presented at the AGM for approval.

12.4 The accounts for the previous year, and the budget for the coming year, must be accepted by the AGM.

12.5 In case the budget for the coming year is not accepted during the AGM, a new proposal should be submitted to all the members within the month following the AGM. The approval is then given by reply to the email sending the proposed budget no later than a week after. Absence of answer is considered as approval.

13 Amendments to the Constitution

13.1 The Constitution may be added to, repealed, or amended by resolution at any Annual General Meeting provided always that such a resolution has been passed by a majority of at least two thirds of the present members thereon.

14 Dissolution of the Association

14.1 The association can be dissolved by a ¾ majority of the attendants at two successive general meetings, which must be held at least one month apart.

14.2 In the event of the dissolution of the Association, the association's balance of funds will be donated to a non-profit organization to be decided at the general meeting which dissolves the association..

15 Legal Efficacy

15.1 The Constitution comes into force on Wednesday September 19th 2024.