Gjøvikregionen International School

Parent Council Constitution

2025 – 2026

Article 1 - Name

The name of the association is “Gjøvikregionen International School Parent Council” (GISPC).

Article 2 - Goals

The goals of GISPC are:

1. To support Gjøvikregionen International School (GIS) staff in their work with all students, and to provide a way for parents to share their views with the staff and school board.
2. To help build a sense of community within the school and the wider local area.
3. To promote the welfare of students and their families at school, in the community, and at home.

To achieve these goals, GISPC may raise funds and arrange suitable events.
GISPC will organize at least two social events per year to raise funds (17 May and one additional community event).

Article 3 - Parent Council Membership

1. Any parent or guardian of a child attending GIS may be elected as a parent representative for their child’s class. This includes, but is not limited to:
    - Current GIS employees
    - Former GIS employees
    - Contractors hired by GIS
    - Spouses or partners of GIS employees
2. GISPC members are elected yearly by parents in each class.
3. Each class elects two representatives with equal duties.
4. The GISPC President is elected by GISPC members for a two-year term.
5. The GISPC elects a Vice President and a Treasurer each year.

6. The President, Vice President, and Secretary or Treasurer cannot be GIS employees, employee spouses, former employees, or contractors.

Article 4 - Duties and Rights

1. GISPC President

a. Duties:

- Lead the GISPC.
- Meet with the Head of School and School Leadership to present and follow up on parent input and/or concerns.
- Act as a link between parents and School Leadership.
- Ensure both the school and GISPC act in the best interest of all students.
- Attend School Board meetings on behalf of GISPC.
- Send out GISPC agendas, meeting minutes, and School Board updates.
- Manage the GISPC treasury or delegate to the Treasurer.

b. Rights:

- The President's vote counts as two votes.

2. GISPC Vice President

a. Duties:

- Assist the President.
- Fill in for the President if they cannot attend meetings.

b. Rights:

- Has the same voting rights as other members.

3. GISPC Secretary

a. Duties:

- Take minutes during meetings.

Addendum: For 2024/2025, meeting minutes will be taken on rotation by all Parent Council members.

4. GISPC Members (Parent Reps)

a. Duties:

- Support communication and cooperation between the school and parents in their grade.
- Attend Parent Council meetings.
- Organize grade meetings.
  Note: Individual concerns should be raised with the homeroom teacher.
- Maintain communication and cooperation among parents in the grade.
- Set up social media groups (e.g., Facebook, WhatsApp).
- Organize at least one grade meeting per year (preferably around autumn and before Christmas).
- Keep an updated contact list of all parents in the grade.
- Speak directly with parents when needed.
- Consider creating a class fund to support class events.
- Organize and share responsibilities for class activities
- Act as the first contact point for the homeroom teacher if parents cannot or prefer not to contact the teacher directly alone.
  Addendum:
  Support parents by being present, without taking the ownership of the issues.
  Neutral but supportive role.
- Hold at least one meeting per semester with the homeroom teacher to coordinate parent involvement.
  Possible topics:
    - Extracurricular activities
    - Class projects
    - Volunteering opportunities
- Send the agenda to all parents before each GISPC meeting and ask for feedback or input.

Article 5 - Meetings

1. GISPC will hold an Annual General Meeting (AGM) in September to welcome new members and present the annual report, including activities, finances, and funds allocated to the school if this information has not been provided.

2. Every two years, the AGM elects a new President, unless the current one resigns after one year.
3. The Head of School attends GISPC meetings unless requested not to.
   The school principal or a representative from SLT will attend the first 20 minutes of each meeting and may stay longer if needed for specific topics.
4. The GISPC President may ask any staff member, including the Head of School, to leave the meeting if necessary.
5. Each class must have at least one representative at GISPC meetings.
6. No individuals (parents, staff, or students) are to be discussed by name during meetings. Only general issues or topics should be discussed.
7. Class-wide or school-wide concerns should be brought to the Council.
   Individual issues should be discussed privately with the President and follow the school's official reporting procedures.
8. The School Board and GIS Management/SLT are invited to join the first Parent Council meeting each semester. These meetings will have two parts: the first hour as a joint meeting with Management/SLT and Board representatives.

Article 6 - Resignations and Complaints

1. Parent Representatives should inform the Council in advance if they plan to resign and remain in the role until a replacement is found.
2. If the Council wishes for the President to step down, a formal complaint must be filed with the Vice President. The President and Council will then be informed, and a vote will take place. Two-thirds of the Council must agree for the vote to be valid.
3. If a Parent Representative repeatedly violates the Council's mandate, guidelines, or agreed expectations, the Chair or Vice-Chair should address it directly via email or conversation.
    - If concerns continue, a vote of confidence may be proposed regarding the member's continued participation.
    - The person concerned should not be present during the vote.
    - A two-thirds majority is required to remove a member from the Council.

Article 7 - Amendments to the Constitution

This constitution may be amended by a two-thirds majority of members present, provided that all members are notified of the proposed changes in writing at least 14 days before the meeting, unless otherwise agreed by the Council.

Article 8 - Dissolution

GISPC may be dissolved by a 75% majority vote at a general meeting.
Notice of the proposal must be given to all members at least 21 days before the meeting.
If GISPC is dissolved, any remaining assets will be donated for the benefit of Gjøvikregionen International School students.

Article 9 - Additional Matters

Any matters not covered in this constitution will be discussed and decided by the GISPC through a vote.