

# V E D T A G T E R F O R V I K I N G I N T E R N A T I O N A L S K O L E

## I. NAME, ADDRESS AND YEAR OF ESTABLISHMENT OF THE SCHOOL

### § 1.

**Paragraph 1.** The name of the school is "The independent institution Viking International School".

**Paragraph 2.** The seat of the school is Ballerup Municipality. The school address is Acorn Garden 2K, 2750, Ballerup

**Paragraph 3.** The school was established in August 2020. The school will start teaching on 12 August 2020 and the associated SFO will start on 3 August 2020.

## II. ORGANIZATION AND OPERATION OF THE SCHOOL

### § 2.

**Paragraph 1.** The school is an independent self-governing educational institution. The school has CVR No: 40934073

**Paragraph 2.** The operation of the school shall be carried out by public subsidies and by self-cover, including school fees for pupils, parental payments for the early school scheme and, where appropriate, by contributions from others.

**Paragraph 3.** The school's resources may only benefit the school's school and teaching activities.

**Paragraph 4.** Any profit from the running of the school shall accrue to the school.

**Paragraph 5.** Contributions to the School shall not entitle the donor to any part of the school's assets or to dividends of any kind.

**Paragraph 6.** The school's cash shall be placed in accordance with the provisions of the Law on Free Schools and Private Primary Schools, etc., and may not be placed in accounts etc. held by persons other than the school.

### **III. OBJECTIVES OF THE SCHOOL**

#### **§ 3.**

**Paragraph 1 shall be substituted for the following:** The purpose of the school is to provide an international education, and the primary target group for the school is foreign nationals who stay in Denmark for a long time and need a schooling in English. The language of instruction is in English, but Danish is offered to all the school's students.

**Paragraph 2 shall be substituted for the following:** The school must provide a course commensurate with what is generally required in the primary school.

**Paragraph 3 shall be substituted for the following:** The purpose of the school is to run the school in accordance with the free school law in force at any time. It follows that the school must prepare the pupils for its purpose and throughout its activities to live in a society such as the Danish one with freedom and popular government, as well as develop and strengthen the democratic education of the pupils and their knowledge and respect for fundamental freedom and human rights, including gender equality.

### **IV. TASKS OF THE MANAGEMENT BOARD, ETC.**

#### **§ 4.**

**Paragraph 1.** The School Board of Directors shall be responsible for the overall management of the school.

**Paragraph 2.** The Board of Directors shall be responsible for the school's finances and operations.

**Paragraph 3.** The Management Board shall appoint and dismiss the head of the school and other staff. The Board of Directors may entrust the head of the school with his or her right to recruit and dismiss the school's other staff

**Paragraph 4.** The Board of Directors shall determine the amount of school fees.

**Paragraph 5.** The Management Board shall determine the amount of the parental payment for the early school term scheme.

**Paragraph 6.** The Board of Directors, together with the parents' circle, decides on the purchase, sale and pledge of real estate.

**Paragraph 7.** The Board of Directors, together with the parents' circle, decides to amend the school's statutes.

**Paragraph 8.** Outside the cases where the board is required by law to ensure the liquidation of the school, the Board of Directors, together with the parents, decides on the school's closure.

**Paragraph 9** shall be **substituted for** the following: The Board of Directors also decides on any matter relating to the school on which the Board of Directors itself wishes to decide.

**Paragraph 10.** The Management Board shall keep a record of its decisions and include established incapacity in the Protocol.

**Paragraph 11.** In the event of a discrepancy between the law and the wording of the Staff Regulations, the Management Board shall comply with the law and the Management Board shall be responsible for ensuring that the Staff Regulations comply with the law at all times.

## **§ 5.**

**Paragraph 1.** In the performance of the administrative duties, the members of the Management Board shall not be subject to decisions of the parents' circle.

**Paragraph 2.** The members of the Board of Directors shall not be personally liable for the school's debts.

**Paragraph 3.** Members of the Board of Directors may not receive fees or similar payments from the school's resources for the performance of the duties of member of the Board of Directors.

**Paragraph 4.** The members of the Administrative Board shall be subject to the provisions of Chapters 2 and 8 of the Administrative Law on incapacity and professional secrecy, etc.

## **V. COMPOSITION, FUNCTIONING AND TERM OF OFFICE OF THE MANAGEMENT BOARD, ETC.**

## **§ 6.**

**Paragraph 1.** The Board of Directors shall consist of five members, including three members appointed by the School District, and two members shall be elected from among and by the parents of pupils at the School. The term of office of the members of the Board of Directors shall be one year. The school district consists of the parents and others who, by the Board of Directors, are approved as members.

**Paragraph 2.** Each year, a number of alternates for the members of the Management Board shall be elected by one parent group, with at least one alternate.

**Paragraph 3.** The members of the Management Board shall be of legal age and at least one majority, including the Chairman, shall be registered in CPR residing in Denmark.

**Paragraph 4.** The Management Board should, as far as possible, have a balanced composition of women and men, as provided for in Paragraph 11(2) of the Law on Equality between Women and Men.

**Paragraph 5** shall be substituted for the following: School employees cannot be members of the board.

**Paragraph 6.** School employees can only participate in the selection of the board if they are also parents of students at the school.

**Paragraph 7.** A board member resigns from the Board of Directors immediately if the member no longer fulfils the conditions for membership of the Board of Directors, as laid down in Section 5 of the Law on Free Schools and Private Primary Schools or from the articles of association.

**Paragraph 8.** If a member of the Board of Directors resigns during his term of office, the alternate shall take over for the remainder of his term of office. In the absence of an alternate, a new member of the Board of Directors shall be elected as soon as possible for the remaining term of office of the outgoing member.

**Paragraph 9** shall be substituted for the following: The board members are not to resign from the board if their children are discharged from the school against the wishes of their parents during the parliamentary term, and may otherwise continue on the board even if they do not have children at the school until the board member's term expires.

**Paragraph 10.** The parent group may, at a parent meeting, remove one or more members of the Board of Directors during the term of office if the agenda of the meeting contains an item on the vote on the removal of one or more members of the Board of Directors, indicating that removal is by a simple majority of votes.

**Paragraph 11.** The Board of Directors shall establish itself as Chairman and Vice-Chairman. The Chairman and Vice-Chairman shall be elected by the centre of the Board of Directors. The Vice-President shall take the place of the President at the time of his chairman's resignation.

**Paragraph 12.** The Quorum shall be valid for at least half of the members in person.

**Paragraph 13.** The Management Board shall take decisions by a general majority of those present. No vote may be taken by proxy or by letter. In the absence of the President and in his absence, the president's vote shall be decisive.

**Paragraph 14.** The Board of Directors may decide that the school's management, i.e. the head and deputy head of the school, as well as a representative of the employees,

may attend the meetings of the Board of Directors without the right to vote. When dealing with individual cases involving persons in the school's management or individual staff, the Board of Directors may suspend the attendance of one, several or all of them.

**Paragraph 15.** The Board of Directors shall adopt rules of procedure for its activities, which shall include at least the procedure for convening board meetings.

## **VI. HEAD OF THE SCHOOL AND OTHER STAFF**

### **§ 7.**

**Paragraph 1.** The head of the school shall be responsible for the day-to-day pedagogical management of the school.

**Paragraph 2.** The head of the school shall be responsible for ensuring that the day-to-day running of the school is sound and in accordance with applicable rules and conditions.

**Paragraph 3.** The head of the school and the other staff of the school shall be subject to the provisions of Chapters 2 and 8 of the Administrative Law on incapacity and professional secrecy, etc.

## **VII. RIGHTS OF THE SCHOOL'S PARENTS AND PARENTS**

### **§ 8.**

**Paragraph 1.** The parents' circle shall consist of persons who have custody of the pupils of the school.

**Paragraph 2.** The rights of parents under the Staff Regulations and the law shall be the responsibility of the person or persons having custody of the pupil. The school may consider the person in care to be authorised to act on behalf of the holder of custody, except as regards the beginning and duration of schooling. (see note 4)

**Paragraph 3.** The school shall keep a list of persons who have registered as members of the parent group. The list shall be amended only on the basis of a reasoned, if necessary substantiated, written request to that effect, with subsequent due notification to the person or persons included respectively, noting that custody holders always have the right to exercise their rights, regardless of whether they are included in the list.

### **§ 9.**

**Paragraph 1.** Ordinary parents' meeting is held each year at the school or elsewhere in the municipality of origin before the end of September.

**Paragraph 2.** The meeting of parents shall be convened by the Management Board by ordinary letter, e-mail or other safe means of dispatch with at least 14 days' notice, indicating the agenda.

**Paragraph 3.** The call for an ordinary meeting of parents shall contain at least the following agenda:

1. Choice of conductor.
2. The Board of Directors shall report.
3. The Management Board shall submit the audited and approved annual report for information.
4. The Management Board shall submit the adopted budget for information.
5. Election of board members.
6. Determination of the maximum number of alternates and the election of alternates.
7. Examination of proposals received.
8. possibly.

**Paragraph 4.** Each Member shall have one vote.

**Paragraph 5.** Authorization may be granted only to a person with whom joint custody of a child is granted at the school.

**Paragraph 6.** The meeting of parents shall be quorum regardless of the number of members present. The parent meeting takes decisions by universal majority vote.

**Paragraph 7.** The parents' circle shall decide for itself whether persons outside the parent group may attend parent group meetings and, where appropriate, which persons.

**Paragraph 8.** Minutes shall be kept of the report adopted at parents' meetings. The minutes must be signed by the conductor.

**Paragraph 9.** Elections shall be secret if one or more members of the parent group so wish.

**Paragraph 10.** An extraordinary parenting meeting is held when the school board decides. The call is made as in ordinary parents' meeting.

**VIII. ANNUAL REPORT AND THE INSIGHT OF PARENTS AND PARENTS INTO BUDGETS, ANNUAL REPORTS AND AUDIT MINUTES**

**§ 10.**

The Board of Directors is responsible for drawing up a true annual report in accordance with the applicable rules each year, which, in accordance with the applicable rules, is subject to a reassuring audit by an auditor elected by the Board of Directors.

**§ 11.**

Members of the parents' circle and staff at the school have the right, on request, to gain insight into budgets and accounts approved by the Board of Directors, as well as in the audit minutes. However, there is no right of access to information covered by the rules of the Danish Administrative Law on professional secrecy. The Management Board may extend this right to other persons.

## **IX. RIGHT OF SUBSCRIPTION**

### **§ 12.**

The school is drawn either by the chairman of the board and the head of the school in association or by one of them in association with the Vice-Chairman of the Board of Directors.

**Paragraph 2.** The right of subscription may not be delegated.

## **X. AMENDMENT OF THE SCHOOL STAFF REGULATIONS**

### **§ 13.**

The Board of Supervisors and the parents' circle decide jointly on amendments to the Staff Regulations. The decision of the parents' circle must be taken at two consecutive parent meeting at least 1 and a maximum of 4 months apart.

**Paragraph 2.** Amendments to the Staff Regulations shall be valid only if they:

1. indicate who is chairman and vice-chairman of the Management Board;
- 2) are signed by all members of the Board of Directors and
3. indicate the names and addresses of the members of the Board of Directors in legible letters, e.g. typescripts and
4. have been published on the School's website indicating when the publication took place and when the amendments to the Staff Regulations have been adopted by the Management Board;

## **XI. ABANDONMENT OF THE SCHOOL**

### **§ 14.**

**Paragraph 1.** Outside cases where the Board of Directors is required by law to ensure the liquidation of the school, the Board of Directors, in conjunction with the parents' circle, decides on the closure of the school. The decision of the parents' circle must be taken at two consecutive parent meeting at least 1 and a maximum of 4 months apart.

**Paragraph 2.** If the school ceases to operate for the purpose provided for in the Law on Free Schools and Private Primary Schools, it shall be abolished.

**Paragraph 3.** It shall be the responsibility of the Management Board to inform the parents' group of decisions on the closure and on the basis thereof. The information shall be made immediately after the decision to close the decision has been taken.

**Paragraph 4.** It is the responsibility of the Board of Directors to notify the Ministry of Children and Education and the municipalities in which the pupils are resident of the school's closure.

**Paragraph 5.** It shall be the responsibility of the Board of Directors to inform the Ministry of Children and Education if the school ceases payments, is in bankruptcy or there is otherwise a risk that the school's activities may cease.

**Paragraph 6.** The Management Board shall be responsible for the preservation of the school's assets and for ensuring that the financial statement on the occasion of the school's closure is carried out in accordance with the rules in force and that the net worth of the school is used in accordance with the Staff Regulations.

**Paragraph 7.** Any surplus funds shall be used, with the approval of the Ministry of Children and Education, for school activities supported by the Law on Free Schools and Private Primary Schools, etc.

**Paragraph 8.** It shall be the responsibility of the Management Board to continue operating until the financial settlement of the school's assets and liabilities has been completed in accordance with the rules in force, including the net worth of the School being used in accordance with the Staff Regulations.

Approved by the Board of Directors on 8 June 2020

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