

BYLAWS FOR ESBJERG INTERNATIONAL SCHOOL

Name, address, etc. of the school

Section 1. The name of the school is: *Esbjerg International School*

Subsection 2. The school is located at: *Guldager Skolevej 4, 6710 Esbjerg V.*

Subsection 3. The school's CVR no. is: *33335334*

Subsection 4. The school was established: *August, 2011.*

Subsection 5. The school commenced its teaching activities in August 2011.

Purpose of the school

Section 2. The purpose of the school is to operate a school in accordance with the Act on Free Schools and Private Primary Schools, etc. In accordance with its purpose and in all its activities, the school shall prepare pupils to live in a society such as the Danish society with freedom and democracy, and shall develop and strengthen the pupils' democratic formation and their knowledge of and respect for fundamental freedoms and human rights, including equality between genders.

Subsection 1. The school offers classes from 0–10, as well as a school-based leisure/school care programme (SFO).

Subsection 2. The school may further have affiliated daycare services, which are operated in accordance with daycare legislation in a separate organisational unit.

Organisation and operation of the school

Section 3. The school is an independent and self-governing educational institution.

Subsection. 2. The operation of the school is carried out through public subsidies and through self-funding, including school fees for pupils, parental payment for the school care programme, and any contributions from others, in accordance with the Act on Free Schools and Private Primary Schools, etc. The school's funds may solely benefit the school's educational and teaching activities, and any surplus from the school's operation shall accrue to the school.

Subsection 3. Contributions to the school do not entitle the contributor to any part of the school's assets or to any form of dividend.

Subsection 4. The school's liquid assets must be placed in accordance with the provisions of the Act on Free Schools and Private Primary Schools, etc., and may not be deposited in accounts, etc., over which persons other than the school have control.

Duties of the Board of Trustees, etc.

Section 4. Board of Trustees

- 1) is responsible for the overall management of the school,
- 2) is responsible for the school's finances and operations, including ensuring that each year a true and fair annual report is prepared in accordance with applicable rules, which is subject to proper audit by an approved auditor appointed by the Board,
- 3) is responsible for ensuring that the school's statutes are at all times in accordance with legislation, and in case of discrepancy between legislation and the wording of the statutes, the legislation shall prevail and the statutes shall be brought into conformity without undue delay,
- 4) appoints and dismisses the school's principal and appoints and dismisses the school's other staff, although the Board may delegate to the principal the authority to appoint and dismiss other staff,
- 5) decides on the level of school fees and the level of parental payment for the school care programme,
- 6) decides on the purchase and sale of real estate and on the mortgaging of real estate,
- 7) with the approval of the general assembly decides on amendments to the school's statutes,
- 8) with the approval of the general assembly decides on the closure of the school in cases where the law requires the Board to ensure liquidation of the school, although the general assembly may be granted competence to decide on closure outside such cases,
- 9) decides on any other matter concerning the school which the Board itself wishes to decide upon, and keeps minutes of its decisions and records established disqualification, cf. Section 5, in the minutes.

Section 5. Members of the Board are subject to the provisions of Chapters 2 and 8 of the Public Administration Act regarding disqualification and confidentiality, etc.

Subsection 2. A member of the Board is disqualified in cases in which the member or their close relatives have a financial or special personal interest. In the event of established disqualification, it must be recorded in the minutes that the member has withdrawn from deliberations and voting.

Subsection 3. Participants in meetings are bound by confidentiality in matters where essential considerations for individuals or the school's interests require that information of a personal or internal nature, including financial matters, be kept confidential.

Section 6. In the performance of their duties, members of the Board are not subject to decisions made by the organisation, institution, or similar body that elected or appointed them.

Section 7. Members of the Board are not personally liable for the school's debts.

Section 8. Members of the Board may not receive remuneration or similar payment from the school's funds for carrying out their duties as board members.

Composition, functioning, term of office, etc. of the Board

Section 9. The Board consists of 6 members and should as far as possible have a balanced composition of women and men.

Subsection 2. 3 of the Board members are elected by and from among the parents of pupils at the school (parent body). The members are elected for a term of 2 years at a time.

Subsection 3. 1 alternate for the Board members referred to in subsection 2 is elected by and from among the parents of pupils at the school (parent body).

Subsection 4. 3 members are elected by Friends of EIS (school community). The election must take place in accordance with Section 17 a. The members are elected for a term of 2 years at a time.

Subsection 5. 1 alternate for the Board members referred to in subsection 4 is elected by Friends of EIS (school community).

Section 10. An employee of the school may not be a member of the Board.

Subsection. 2. Employees of the school may only participate in the election of the Board if they are also parents of pupils at the school.

Section 11. The Board constitutes itself, and the chairperson and deputy chairperson are elected by and from among the members of the Board.

Subsection 2. The Board is quorate when at least half of its members are present.

Subsection 3. Decisions are made by simple majority among those present; in the event of a tie, the chairperson's vote, or in their absence the deputy chairperson's vote, shall be decisive.

Section 12. Members of the Board must be of legal age.

Subsection 2. A majority of the Board members, including the chairperson, must be registered in the CPR with residence in Denmark or belong to the Danish minority in South Schleswig.

Subsection 3. A member of the Board of another private primary school may not be a member of the Board.

Subsection 4. If the school leases property, etc. from others, the following persons may not be members of the Board unless the lease arrangement is of insignificant scope:

1. Persons who lease property, etc. to the school.
2. Members of boards of foundations, companies, associations, or other enterprises that lease property, etc. to the school, or which control such lessors.
3. Lawyers, auditors, or similar advisers to the persons referred to in no. 1.
4. Lawyers, auditors, or similar advisers to the entities referred to in no. 2.
5. Employees in senior positions with the persons referred to in no. 1.
6. Employees in senior positions in the foundations, companies, associations, or other enterprises referred to in no. 2.

Section 13. A Board member must immediately resign if they no longer meet the conditions for membership arising from the Act on Private Schools and Private Primary Schools, etc., or from the statutes, cf. however subsection 2.

Subsection 2. Notwithstanding subsection 1, Board members elected by and from among the parents, cf. section 9, subsections 2 and 3, are not required to resign if their children are withdrawn from the school during their term against the parents' wishes.

Section 14. A Board member cannot be removed during their term of office. However, a Board member elected by the parent body, the general assembly, or the school community may be removed if this is decided by simple majority at a meeting of the electing body, where the agenda includes an item on removal of the Board member in question.

Section 15. If a Board member resigns during the term of office, the alternate shall take the seat for the remainder of the term.

Subsection 2. If an alternate cannot take the seat, a new member must be appointed or elected as soon as possible for the remainder of the term by the body that elected the member in question.

The school's head of school and other staff

Section 16. The school's head of school is responsible for the day-to-day pedagogical management of the school.

Subsection 2. The head of school has, by delegation from the Board, the authority under section 4, no. 4 to appoint and dismiss the school's other staff.

Subsection 3. The head of school and other staff are subject to the provisions of Chapters 2 and 8 of the Public Administration Act regarding disqualification and confidentiality, etc.

Parent body and parental rights

Section 17. The parent body consists of the persons who have custody of pupils at the school.

Subsection 2. Parental rights under the statutes belong to the person or persons who have custody of the pupil.

Subsection 3. The school may consider a person who has the pupil in care as authorised to act on behalf of the custodian, except regarding the commencement and duration of schooling.

School community

Section 17 a. Friends of EIS (school community) consists of parents of children who previously attended the school, as well as others with an interest in the school's activities, who are admitted as members by decision of the Board on a factual and objective basis.

General assembly

Section 18. The general assembly consists of members of the parent body and the school community.

Section 19. The general assembly is held before the end of April and is convened with at least 14 days' notice.

Subsection 2. The notice of the general assembly must include an agenda:

1. Election of a chairperson
2. The school management presents its report
3. The school management presents the audited and approved annual report for information
4. The school management presents the approved budget for information
5. Election of Board members by the parent body
The Board ensures that only persons from the parent body participate in the election of Board members to be elected by the parent body
6. Election of Board members by the school community
7. Election of alternates to the Board
8. Proposals
9. Miscellaneous

Subsection 3. Proposals to be considered at the general assembly must be received by the Board no later than 21 days before the general assembly. Proposals shall be published to members no later than 14 days before.

Subsection 4. An extraordinary general assembly is held when 4 members of the Board or at least 50 percent of the members of the general assembly so request. It is convened like an ordinary general assembly together with an agenda.

Subsection 5. The general assembly is quorate regardless of the number of members present. Decisions are made by simple majority.

Subsection 6. 1 member may demand a written vote.

Subsection 7. Minutes shall be kept of what is discussed and decided at the general assembly. The minutes are signed by the chairperson and stored at the school.

Access to budget, accounts, and audit reports

Section 20. Members of the parent body, the school community, and the school's employees have, upon request, the right to access audit reports and the budgets and accounts approved by the Board, except for information contained therein which is subject to confidentiality rules under the Public Administration Act, cf. section 5.

Subsection 2. The Board may extend the right under subsection 1 to include other persons.

Power of signature

Section 21. The school is bound by the joint signatures of the Board chairperson and the principal, or the Board chairperson and the deputy chairperson, or the deputy chairperson and the principal.

Subsection 2. The power of signature under subsection 1 cannot be delegated.

Amendment of the school's statutes

Section 22. The Board together with the general assembly decides on amendments to the school's statutes.

Subsection 2. Amendments to the statutes are only valid if they:

- 1) state the names and addresses of the Board members in legible writing,
- 2) are signed by all members of the Board,
- 3) state who is chairperson and deputy chairperson of the Board, and
- 4) are published on the school's website with information on when the publication took place and when the amendments were adopted by the Board.

Subsection 3. Even if the general assembly participates in decisions on amendments to the statutes, the Board may, without involvement of the general assembly, bring the statutes into conformity with legal requirements, including complying with instructions from the Ministry of Children and Education. The general assembly must be informed of such amendments as soon as possible.

Closure of the school

Section 23. The school shall be closed if it ceases to operate a school in accordance with the Act on Free Schools and Private Primary Schools, etc.

Subsection 2. The Board and the general assembly decide on the closure of the school, cf. section 4 and 18. The decision of the general assembly must be made at two consecutive general assemblies with at least 14 days between them.

Subsection 3. When a decision has been made to close the school, the Board must:

- 1) inform the parent body immediately after the decision is made,
- 2) inform the municipalities in which the pupils reside, and
- 3) inform the Danish Agency for Education and Quality under the Ministry of Children and Education, which must be done immediately if the school is placed under restructuring, declared bankrupt, or there is otherwise a risk that the school's activities must cease.

Subsection 4. In connection with the closure of the school, the Board is responsible for:

- 1) ensuring that the school's assets are preserved,
- 2) ensuring that the financial statement in connection with the closure is prepared in accordance with applicable rules, and
- 3) ensuring that the school's net assets are used in accordance with the statutes, cf. subsection 5.

Subsection 5. Any surplus funds upon closure of the school shall, with approval from the Ministry of Children and Education, be used for school activities supported under the law.

Thus adopted at the Board meeting on 24.02.2026 and adopted at the general assembly on 27.04.2026.

[For all Board members, names and addresses are to be stated in legible writing, together with signatures, and it is indicated who is chairperson (and deputy chairperson) of the Board]

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