

Constitution of Gan Eng Seng School Parents Teacher Association Singapore

1. Name: The name of the Association shall be GAN ENG SENG SCHOOL PARENT TEACHER ASSOCIATION.
2. Address: The address of the Association shall be Gan Eng Seng School 1 Henderson Road Singapore 159561.
3. Objects: The objects of the Association shall be:
 - (a) To promote close cooperation and understanding between parents, principal and teachers for the welfare of the students.
 - (b) To afford opportunities of discussion and explanation in matters relating to the education of the students.
 - (c) To encourage social intercourse among parents and teachers.
4. Membership: Full registered membership shall be open to:
 - (a) Parents or guardians of students of Gan Eng Seng School.
 - (b) The Principal and Teachers of Gan Eng Seng School.
5. Subscriptions:
 - (a) There shall be 2 Tiers of subscriptions:

Tier 1: For Parents and Guardians of students in the school (A principal or teacher of the school who is also a Parent or Guardian of a student in the school will be considered to be in Tier 1).

The annual subscription shall be determined by the Executive Committee. Should there be an increment in the annual subscription, it shall not be twice or more than the current annual subscription.

Tier 2: For the Principal and Teachers of the school.

The annual subscription shall be set at a token rate of \$1.00.
 - (b) The Hon Treasurer shall maintain appropriate payment records. The annual subscription shall be payable at the start of each academic year. Annual subscription from Tier 1 may be collected in a single lump sum for the entire projected enrolment of the student in the school, on the assumption that it is a 4 year enrolment for all students. A pro-rated subscription shall apply to Tier 1 if the students join after secondary one.

- (c) The income and property of the Association whensoever derived shall be applied towards the promotion of the objects of the Association as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Association or to any of them or to any person claiming through any of them.
- 6. Enrolment of members: (a) Eligible members vide Clause 4 above shall be admitted to membership on payment of the annual subscription.
- 7. Resignation of members: (a) Any member may resign his membership by giving to the Hon. Secretary notice in writing to that effect.
(b) Every such notice shall be deemed to take effect as from the last day of the month in which it is received.
- 8. Arrears in subscription
 - a. Any member who fails to pay the annual subscription before end of the first school term shall, ipso facto, cease to be a member.
 - b. The Executive Committee shall reserve the right to waive subscription charges --when these are beyond the means of members.
- 9. Management:
 - a. The entire management of the Association shall be deputed to an Executive Committee of no fewer than 10 members and no more than 20 members, with a minimum of 8 parents, 1 teacher and the principal.
 - b. The Executive Committee shall consist of a President, two Vice Presidents (one of whom shall be the principal), Hon. Secretary, Asst Hon. Secretary, Hon. Treasurer and not more than 14 Executive Committee Members.
 - c. If less than 10 Committee Members are elected at an Annual General Meeting, additional members may be co-opted with the approval of a simple majority at an Executive Committee Meeting.
 - d. The Executive Committee shall be elected annually and their term of office is one year.
 - e. The Executive Committee shall meet at least once a quarter.
 - f. At all Committee meetings, the quorum shall be at least 50% of the Executive Committee.
 - g. In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Executive Committee shall have power to use their own discretion. The decision of

the Executive Committee shall be final unless it is reversed at a General Meeting of members.

- h. The Executive Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings.
- i. The principal shall provide the necessary facilities in the school for carrying on of the Association's business.

10. Office bearers:

The duties of the office bearers are as follows:

- (a) The President shall act as chairman at all general and Executive Committee (EXCO) meetings. He shall also represent the Society in its dealings with outside persons.
- (b) The Vice President shall deputise for the President in the latter's absence.
- (c) The Hon. Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. He will keep minutes of all general and Executive Committee (EXCO) meetings.
- (d) The Hon. Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Association and shall keep an account for all monetary transactions and shall be responsible for petty expenses on behalf of the Association. He will not keep more than \$500.00 in the form of cash and money. Any amount in excess of this will be deposited in a bank to be named by the Executive Committee. Cheques, etc. for withdrawals from the bank will be signed by the President, a Vice President or Secretary, in addition to the Treasurer.
- (e) Duties of other office bearers to be detailed.
- (f) Any member of the Executive Committee absenting himself from three meetings consecutively without satisfactory explanation shall be deemed to have withdrawn from the Committee. A formal vote to confirm this status will be taken at an Executive Committee Meeting.
- (g) An Executive Committee Member may also be removed from the Executive Committee by way of a vote of no confidence comprising a 2/3 majority of any correctly constituted Executive Committee Meeting. An Executive Committee may within one month of the notification of his removal, appeal to the General Meeting of members against the decision of the Executive Committee. The decision of the General Meeting shall be final.

- (h) Any vacancy resulting for resignations or removals may be filled by the Executive Committee by co-opting replacement candidates who will then serve until the next Annual General Meeting.
- (i) Any changes in the Executive Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.

11. Financial year: The financial year of the Association shall end on 31st December of each year on which day the accounts shall be balanced.

12. Audit of accounts: (a) The accounts shall be audited by two members not being members of the Executive Committee (EXCO) who shall be appointed at each Annual General Meeting.

(b) They will be required to audit each year's account and present a report at the Annual General Meeting. They may be required by the President to audit the Society's accounts for any period within their tenure of office at any date and make a report to the Executive Committee (EXCO).

(c) Any vacancy in the office of Honorary Auditor shall be filled by another member appointed by the Executive Committee (EXCO).

13. General Meetings:

a. The supreme authority of the Association is vested in a General Meeting of the members.

b. The Annual General Meeting of the Association shall be held within three months from the close of its financial year at a date and time to be fixed by the Executive Committee for the following purposes:

I. To receive from the Executive Committee a Report, Balance Sheet and Statement of Accounts prepared by the Hon. Secretary and the Hon. Treasurer respectively for the preceding financial year.

II. To elect the members of the Executive Committee.

III. To appoint two auditors for the ensuing year.

IV. To discuss any other matter or matters which the Executive Committee may deem fit.

- V. To consider and adopt or reject any proposals for adding, amending or rescinding such rules as the Executive Committee may record and/or any proposals for which 14 clear days notice in writing had been given to the Honorary Secretary.
- c. The quorum at the General Meeting shall be 60 or one-eighth of all the members qualified to vote, whichever is less. If there are insufficient members present to form a quorum, the meeting shall be delayed by 30 minutes from the posted time to allow any latecomers to attend. If there are still not sufficient members to form a quorum at the end of the 30 minute delay, those present shall be considered a quorum, but they shall have no power to amend any part of the existing Constitution.
- d. The Committee may at any time for any special purpose call an Extraordinary General Meeting.
- e. The Committee shall call an Extraordinary General Meeting at the petition of the general membership which must submit a requisition in writing supported by at least twenty members stating the purpose for which the meeting is required.
- f. If the Executive Committee does not within two (2) months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving ten (10) days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Association's notice board.

14. Election of members of
Executive Committee
(EXCO):

- (a) Any two members at the Annual General Meeting or by notice in writing to the Honorary Secretary at any time before the meeting may propose any candidates as members of the Executive Committee (EXCO).
- (b) Voting shall be by a show of hands or, at the request of any member, by ballot.
- (c) In the case of two or more candidates for the same office receiving an equal number of votes the Chairman of the meeting shall have a second or casting vote.

(d) Candidates shall signify their willingness to accept office either in person or in writing.

(e) A member must have held office in the Executive Committee (EXCO) for at least one year before he/she is eligible to stand for election as the Association's President or Vice President.

15. General:

(a) No question of difficulty between students and members of the staff or questions of discipline shall be brought up for discussion at any meeting, but must be taken to the principal by the parent or guardian concerned in the usual way.

(b) No attempt shall be made at any time by the Association to interfere with the policy of the school.

16. No alterations or additions to these rules shall be made except at a general meeting, and they shall not come into force without the prior sanction of the Registrar of Societies.

17 Prohibitions

a) Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the Association's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

b) The funds of the Association shall not be used to pay the fines of members who have been convicted in court of law.

c) The Association shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.

d) The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

e) The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office bearers, Executive Committee or members unless with the prior approval of the relevant authorities.

f) The Association shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.

18 Dissolution

- a) The Association shall not be dissolved, except with the consent of not less than three-fifths ($3/5$) of the total voting membership of the Association for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- b) In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged, and the remaining funds will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.
- c) A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

