

Proposed Amendments to the Constitution of Gan Eng Seng School Parent Teachers Association

Rule no.	Existing Rule(s)	Renumbered Rule No.	Proposed Rules	Explanation & Reasons for Amendments
NA	Rules of Gan Eng Seng School Parents Teacher Association Singapore	Document Title	<i>Constitution of Gan Eng Seng School Parents Teacher Association Singapore</i>	<i>To more accurately reflect the nature of the document</i>
NA	In various places in the document the management committee is referred to as the "Committee".	Reference Term	<i>It is proposed that the term be changed to the "Executive Committee (EXCO)"</i>	<i>This is to differentiate it from other committees and sub-committees that work within the auspices of the GESS PTA.</i>
5	<p>5. Subscriptions:</p> <p>(a) The annual subscription shall be \$4.00 (to cover both Parents and Guardians) per member.</p> <p>(b) The Principal and Teachers of the school shall pay \$1.00 each per year. (Principal and Teachers who are also parents of students in the school shall still pay \$1.00 each per year.)</p> <p>(c) The Hon Treasurer shall furnish a written receipt to member on payment of the subscription.</p> <p>(d) The annual subscription shall be payable on the first day of the first school term of each year.</p>	5	<p>5. Subscriptions:</p> <p>(a) The annual subscription shall be determined by the Executive Committee and are not refundable. The increment in annual subscription must be less than the current annual subscription.</p> <p>(b)(a) There will shall be 2 Tiers of subscriptions:</p> <p><i>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).</i></p> <p><i>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.</i></p> <p><i>Tier 2: For the Principal and Teachers of the school;</i></p> <p>The annual subscription which will shall be set at the token rate of \$1.00 per annum.</p> <p>(b) The Hon Treasurer shall maintain appropriate payment records. The annual subscription shall be payable at the start of each academic year, and Annual subscription from Tier 1 may also be collected in a single lump sum for the entire</p>	<i>To simplify the administration of subscriptions and facilitate the adjustment of subscriptions without the need for a general meeting.</i>

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			<p>projected enrolment of the student in the school, <u>on the assumption that it is: Such action shall assume</u> a 4 year enrolment for all students. A pro-rated subscription shall be applied <u>apply to Tier 1 if the students join after secondary one.</u></p> <p><u>(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.</u></p>	
8	8. Arrears in subscription: Any member who fails to pay the annual subscription before end of the first school term shall, ipso facto, cease to be a member.	8	<p>8. Arrears in subscription</p> <p>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.</p> <p>b. The Executive Committee shall reserve the right to waive subscription charges -- when these are beyond the means of members.</p>	To allow flexibility to the EXCO to allow membership to those that do not have the financial means to pay subscriptions. ✓
9.	9. Management: (a) The entire management of the Association shall be deputed to a Committee. (b) Committee shall consist of a President, two Vice Presidents (one of whom shall be the principal), Hon. Secretary, Asst Hon. Secretary, Hon. Treasurer, eight elected parents and six teachers elected by the staff to represent them. (c) The Committee shall be elected annually. (d) The Committee shall meet at least once a quarter and at the request		<p>9. Management:</p> <p>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, <u>1 and 2 teachers and (including the principal).</u></p> <p>b. The Executive Committee shall consist of a President, two Vice Presidents (one of whom shall be the principal), Hon. Secretary, Asst Hon.</p>	The changes are to ensure that there is sufficient flexibility to form an EXCO with a minimum number of members and not become too cumbersome with the establishment of a maximum number of members. It also formalises the principle

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	<p>in writing of three or more members of the committee.</p> <p>(e) At all Committee meetings the quorum shall be eight.</p> <p>(f) The Committee are the sole authority for the interpretation of these rules.</p> <p>(g) Vacancies in the Committee shall be filled by members co-opted by the Committee.</p> <p>(h) The principal shall provide the necessary facilities in the school for carrying on of the Association's business.</p>		<p>Secretary, Hon. Treasurer <u>and not more than 14 Executive Committee Members;</u> eight elected parents and six teachers elected by the staff to represent them.</p> <p>c. <u>If less than 10 Committee Members are elected at Should an Annual General Meeting, fail to produce a full complement of Executive Committee Members,</u> additional members may be co-opted with the approval of a simple majority at an Executive Committee Meeting.</p> <p>d. <u>The Executive Committee shall be elected annually and their term of office is one year.</u></p> <p>e. <u>The Executive Committee shall meet at least once a quarter.</u></p> <p>f. <u>At all Committee meetings, the quorum shall be at least 50% of sitting the Executive Committee Members.</u></p> <p>g. The Executive Committee is the sole authority for the interpretation of these rules.</p> <p>g. <u>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.</u></p> <p>h. The Executive Committee may not act</p>	<p>that both parents and teacher have representation in the EXCO. Furthermore a quorum based on minimum percentage of sitting members will ensure credibility rather than an arbitrary number.</p>

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			<p><u>contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings.</u></p> <p>h.i. The principal shall provide the necessary facilities in the school for carrying on of the Association's business.</p>	
10.	<p>(d) The Hon. Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Society and shall keep an account for all monetary transactions and shall be responsible for petty expenses on behalf of the Society. He will not keep more than \$100.00 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques, etc. for withdrawals from the bank will be signed by the President, Vice President or Secretary, in addition to the Treasurer.</p> <p>(e) Duties of other office bearers to be detailed.</p> <p>(f) Any member of the Committee absenting himself from three meetings consecutively without satisfactory explanation shall be deemed to have withdrawn from the Committee, and a successor may be co-opted by the Committee to serve until the next Annual General Meeting.</p>	10.	<p>(d) The Hon. Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Society Association and shall keep an account for all monetary transactions and shall be responsible for petty expenses on behalf of the Society 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.</p> <p>(e) Duties of other office bearers to be detailed.</p> <p>(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.</p> <p>(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. <u>An Executive Committee may within one month of the notification of his removal, appeal to the General Meeting of members against the</u></p>	<p>The increase in petty cash is to facilitate a realistic working float for funds for operational needs. Paras (f), (g) and (h) allows the EXCO to recruit and remove members in a responsible manner to ensure optimum functionality.</p>

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			<p><u>decision of the Executive Committee. The decision of the General Meeting shall be final.</u> (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>(i) Any changes in the Executive Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.</i></p>	
13.	<p>13. General Meetings (a) The Annual General Meeting of the Association shall be held in the month of January of each year or as soon as practicable thereafter upon a date and time to be fixed by the Committee for the following purposes:</p> <ol style="list-style-type: none"> I. To receive from the Committee a Report, Balance Sheet and Statement of Accounts prepared by the II. Hon. Secretary and the Hon. Treasurer respectively for the preceding financial year. III. To elect the members of the Committee. IV. To appoint two auditors for the ensuing year. V. To discuss any other matter or matters which the Committee may deem fit. VI. To consider and adopt or reject any proposals for adding, amending or rescinding such rules as the Committee may record and/or any 	13.	<p>13. General Meetings <u>a. The supreme authority of the Association is vested in a General Meeting of the members.</u> a.b. <u>The Annual General Meeting of the Association shall be held within the month of January of each year or as soon as practicable thereafter upon 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:</u></p> <ol style="list-style-type: none"> 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 	<p>To provide a practical and responsible solution to achieve a meeting quorum after all reasonable effort is made to inform and encourage the membership to attend a General Meeting.</p>

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	<p>proposals for which 14 clear days notice in writing had been given to the Honorary Secretary.</p> <p>(b) The quorum at the Annual 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 stand postponed. The postponed Annual General Meeting shall be held 14 days from the original scheduled date. If there are still not sufficient members to form a quorum, the business of the day shall be transacted as if there is a quorum.</p> <p>(c) The Committee may at any time for any special purpose call an Extraordinary General Meeting. The quorum at such meeting shall be 60.</p> <p>(d) The Committee shall call an Extraordinary General Meeting and use the requisition in writing of at least twenty members stating the purpose for which the meeting is required. The quorum at such a meeting shall be 40.</p>		<p><i>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.</i></p> <p>b.c. <i>The quorum at the Annual 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 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, <u>those present shall be considered a quorum, but they shall have no power to amend any part of the existing Constitution</u> the business of the day shall be transacted as if there is a quorum.</i></p> <p>e.d. <i>The Committee may at any time for any special purpose call an Extraordinary General Meeting.</i></p> <p><u>e.</u> <i>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.</i></p> <p>d.f. <i><u>If the Executive Committee does not within two (2) months after the date of the receipt of the written request proceed to</u></i></p>	

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			<p><u>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.</u></p> <p>The quorum rules of an EGM shall be similar to that of an AGM.</p>	
		17	<p><u>Prohibitions</u></p> <p><u>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.</u></p> <p><u>b) The funds of the Association shall not be used to pay the fines of members who have been convicted in court of law.</u></p> <p><u>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.</u></p> <p><u>d) The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.</u></p> <p><u>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.</u></p> <p><u>f) The Association shall not raise funds from the public for</u></p>	

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			<i>whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.</i>	
		<u>18</u>	<p><u>Dissolution</u></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>c) A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.</i></p>	

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