

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

Original

Title: Rules of Gan Eng Seng School Parents Teacher Association Singapore

Proposed

Title: Constitution of Gan Eng Seng School Parents Teacher Association Singapore

Purpose

To more accurately reflect the nature of the document

Original

In various places in the document the management committee is referred to as the "Committee".

Proposed

It is proposed that the term be changed to the "Executive Committee (EXCO)"

Purpose

This is to differentiate it from other committees and sub-committees that work within the auspices of the GESS PTA.

Original

5. Subscriptions:
- (a) The annual subscription shall be \$4.00 (to cover both Parents and Guardians) per member.
 - (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.)
 - (c) The Hon Treasurer shall furnish a written receipt to member on payment of the subscription.
 - (d) The annual subscription shall be payable on the first day of the first school term of each year.

Proposed

5. Subscriptions:
- (a) *The annual subscription shall be determined by the Executive Committee and are not refundable.*
 - (b) *There will 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).*
 - Tier 2: For the Principal and Teachers of the school, which will be set at the token rate of \$1.00 per annum.*
 - (c) *The Hon Treasurer shall maintain appropriate payment records. The annual subscription shall be payable at the start of each academic year and may also be collected in a single lump sum for the entire projected enrolment of the student in the school. Such action shall assume a 4 year enrolment for all students. A pro-rated subscription shall be applied to students join after secondary one.*

Purpose

To simplify the administration of subscriptions and facilitate the adjustment of subscriptions without the need for a general meeting.

Original

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.

Proposed

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.*

Purpose

To allow flexibility to the EXCO to allow membership to those that do not have the financial means to pay subscriptions.

Original

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 in writing of three or more members of the Committee.
 - (e) At all Committee meetings the quorum shall be eight.
 - (f) The Committee are the sole authority for the interpretation of these rules.
 - (g) Vacancies in the Committee shall be filled by members co-opted by the Committee.
 - (h) The principal shall provide the necessary facilities in the school for carrying on of the Association's business.

Proposed

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 and 2 teachers (Including 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, eight elected parents and six teachers elected by the staff to represent them.*
 - c. *Should an AGM fail to produce a full complement of Executive Committee Members, 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.*
 - e. *The Executive Committee shall meet at least once a quarter.*
 - f. *At all Committee meetings the quorum shall be 50% of sitting Executive Committee Members.*
 - g. *The Executive Committee is the sole authority for the interpretation of these rules.*
 - h. *The principal shall provide the necessary facilities in the school for carrying on of the Association's business.*

Purpose

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 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.

Original

From Para 10

- (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.
- (e) Duties of other office bearers to be detailed.
- (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.

Proposed

- (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 \$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.*
- (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.*

Purpose

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.

Original

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:
 - 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 proposals for which 14 clear days notice in writing had been given to the Honorary Secretary.
- (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.
- (c) The Committee may at any time for any special purpose call an Extraordinary General Meeting. The quorum at such meeting shall be 60.
- (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.

Proposed

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 Executive Committee for the following purposes:*
 - I. *To receive from the Executive 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 Executive Committee.*
 - IV. *To appoint two auditors for the ensuing year.*
 - V. *To discuss any other matter or matters which the Executive Committee may deem fit.*
 - VI. *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.*
- 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 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 the business of the day shall be transacted as if there is a quorum.*
- c. *The Committee may at any time for any special purpose call an Extraordinary General Meeting.*
- d. *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. The quorum rules of an EGM shall be similar to that of an AGM.*

Purpose

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.

END