

CONSTITUTION OF
THE PARENT/TEACHER ASSOCIATION OF TANGLIN TRUST SCHOOL

1. NAME

The Association shall be called "The Parent/Teacher Association of Tanglin Trust School" (hereinafter referred to as 'the Association').

2. PLACE OF BUSINESS

The place of business of the Association shall be 95 Portsdown Road, Singapore 139299 or at any other place as decided by the Executive Committee (hereinafter referred to as 'the Executive') from time to time subject to the approval of the Registrar of Societies.

3. OBJECTIVES

The objectives of the Association shall be:

- a) To foster direct contact and co-operation between parents and teachers on all matters affecting the well being of the School and the welfare and development of the pupils.
- b) To assist in fund-raising, extra curricular activities, and generally in matters concerning the welfare of students and staff in conjunction with the Leadership Team.
- c) To provide a forum for the free exchange of views and ideas between parents, teachers and the Leadership Team, whilst recognising that educational principles and their implementation are the responsibility of those in charge of running the School.

4. MEMBERSHIP

- a) All parents, legal guardians, teachers and members of the Governing Board are to be regarded as Ordinary Members unless otherwise desired and expressed to the Executive. Any Ordinary Member parent whose child ceases to be on the roll of the School shall cease to be an Ordinary Member of the Association.
- b) Associate Membership shall be open to all persons who wish to advance the Interests of the School. Associate Members may be elected by the Executive. Associate Members shall not be eligible to vote or hold office on the Executive but may be co-opted by the Executive for a specific purpose.
- c) The Executive may, by a two-thirds majority decision at a properly convened meeting, decide to expel any Ordinary or Associate Member if in the opinion of the Executive it is in the interests of the Association that the Member be expelled. The Member shall be given an opportunity at the meeting of the Executive to show cause why he/she should not be expelled provided that the Executive may proceed to expel him/her whether or not he/she avails himself/herself of the opportunity to show cause.

5. SPECIAL SUBSCRIPTION

Special subscription for particular purposes may be raised from members only with the consent of a General Meeting of the members, Annual General Meeting or Extraordinary General Meeting of the members.

6. STRUCTURE

The structure of the Association shall be:

- a) The General Assembly (Ordinary and Associate Members)
- b) The Executive

7. MANAGEMENT AND MEETINGS

- a) The management of the Association is vested in a General Meeting of the Members presided over by the President. At least 50 Ordinary Members of the Association must be present at a General Meeting for its proceedings to be valid.
- b) An Annual General Meeting will be held in the month of June.
- c) An Extraordinary General Meeting must be called by the President on the request in writing of 25 or more members and/or on the request in writing by the Chief Executive Officer of the School, in agreement with the Board of Governors of the School and may be called at any time by order of the Executive.
- d) At least two weeks notice must be given of an Annual General Meeting and at least ten days notice of an Extraordinary General Meeting and particulars of the agenda must be posted to members four days in advance of the meeting. The following points will be considered at the Annual General Meeting:
 - i) the previous year's accounts as at 31st March and report of the Executive.
 - ii) the election of office-bearers for the following year.

In the event of there being no quorum, the meeting shall be adjourned for half an hour. Should the number then present be insufficient to form a quorum those present shall be considered a quorum but they shall have no power to alter, amend or make additions to the existing Constitution.

8. EXECUTIVE

- a) The Executive shall consist of the following office bearers:

- 1 President
- 1 Vice President Senior School
- 1 Vice President Junior School
- 1 Vice President Infant School
- 1 Hon Secretary
- 1 Hon Treasurer

and Ordinary Members comprising 2 parents and 2 teachers representing each of the three schools.

With the approval of the Executive, additional members may be co-opted to the Executive, up to the maximum of 26 members. The co-opted members shall not have voting rights in the Executive, except as outlined in Article 13 below. The Leadership Team of the school or their nominated representatives shall be invited to attend meetings in a non-voting capacity. A Non-Executive member with special interest or knowledge may, with prior approval of the Executive, be invited to attend Executive meetings in a non-voting capacity.

- b) Seven members shall form a quorum, which shall consist of at least 4 parents and 3 teachers.

9. TERM OF OFFICE

- a) All members of the Executive will hold office from the time of their election, nominations or co-option until the next Annual General Meeting, notwithstanding Article 10 below.
- b) All members of the Executive will be elected on a yearly basis.
- c) No person shall hold the position of an office bearer for more than a total of 5 years, whether served consecutively or otherwise. A person may hold the same or different positions during that timeframe, with the exception of Articles 9d and 9e below.
- d) The maximum term of office as President shall be two consecutive years, after which time the person may stand for election to a different office bearer position, with the exception of Hon Treasurer, as long as they have not yet served their maximum term as an office bearer as detailed in Article 9c. Should a person who has held the position of President wish to become President again or to become Hon Treasurer they may only do so after a step-down period of 2 years from the end of their term of office as President as long as they have not yet served their maximum term as an office bearer as detailed in Article 9c.
- e) The maximum term of office as Hon Treasurer shall be two consecutive years, after which time the person may stand for election to a different office bearer position, with the exception of President, as long as they have not yet served their maximum term as an office bearer as detailed in Article 9c. Should a person who has held the position of Hon Treasurer wish to become Hon Treasurer again or to become President they may only do so after a step-down period of 2 years from the end of their term of office as Hon Treasurer as long as they have not yet served their maximum term as an office bearer as detailed in Article 9c.
- f) Any person who has held the position of an office bearer, regardless of whether they have served the maximum time as an office bearer as detailed in Article 9c, may stand for election to any position on the Executive, other than that of an office bearer.
- g) There is no maximum term of office for members of the Executive who are not office bearers.

Effect of Changes:

These changes to the constitution shall come into effect immediately and do not apply retrospectively to existing or previous members of the Executive, elected on or before March 2009.

10. REMOVAL FROM THE EXECUTIVE

A member of the Executive may, before the expiration of his/her period of office, be removed from office at a properly convened Extraordinary General Meeting. The removed member of the Executive shall be replaced by co-option.

For the avoidance of doubt:

- i) The abovementioned meeting shall be constituted with a quorum as defined in Article 7 above;

- ii) Notice of the proposed removal shall be given at the same time as the notice of the abovementioned meeting in accordance with Article 7 above;
- iii) The vote shall be by way of a secret ballot;
- iv) The proposed removal will not be accepted unless it is passed by a simple majority of the votes cast.

11. NOMINATIONS AND ELECTIONS

- a) The President, Vice Presidents, Hon Secretary and Hon Treasurer shall be nominated and elected by a simple majority of members of the Association prior to the election of the other members of the Executive.
- b) In order to facilitate election, Executive members will survey the membership for those interested in serving on the Executive. Nominations should be submitted in writing to the Hon Secretary at least one week prior to the date of the Annual General Meeting. Only in the event of no prior nominations, may nominations be taken from the floor at the Annual General Meeting.
- c) In the event of there being more than one nominated candidate for the position of President, the Executive shall meet, prior to the start of the Annual General Meeting, and appoint a Chairman who shall hold the chair during that element of the meeting.

12. OFFICE BEARERS

The duties of the office-bearers are as follows:

- a) The President shall act as Chairman at all General Meetings and Executive meetings. He/She shall represent the Association in its dealings with outside persons.
- b) Any Vice President may deputise for the President in the latter's absence.
- c) The Hon Secretary shall keep all records of the Association, except for those concerned with its finances, and shall be responsible for their correctness. He/She will keep minutes of all General Meetings and Executive meetings.
- d) The Hon Treasurer shall manage the Association's bank account, collect and disburse all monies on behalf of the Association, keep an account of all monthly transactions and be responsible for their correctness. He/She is authorized to expend up to \$250 per month for petty expenses on behalf of the Association. He/She will not keep more than \$100 in the form of cash, and money in excess of this will be deposited in a bank to be named by the Executive. Cheques for the withdrawals from the bank will be signed by two of the following: The President, Hon Secretary and Hon Treasurer.
- e) The other members of the Executive will assist in running the affairs of the Association and their specific duties shall be determined by the President from time to time.
- f) Any member of the Executive absenting himself/herself from two meetings consecutively without satisfactory explanation shall be deemed to have withdrawn from the Executive, and a successor may be co-opted by the Executive to serve until the next Annual General Meeting.

13. VACANCIES

If a member of the Executive resigns or transfers from Singapore, the Executive shall replace its missing member by co-option. If an office bearer is replaced by co-option the newly co-opted office bearer shall have full voting rights.

14. MEETINGS AND DUTIES

- a) The Executive shall meet at least three times a year. It has the power to form ad-hoc sub-committees to deal with any projects that it wishes to organise on behalf of the school. The Executive will be represented on each of the sub-committees.
- b) It is the duty of each member of the outgoing Executive to hand over all files, books, etc. and to give a suitable explanation of duties to the incoming Executive.

15. VOTING

- a) Unless otherwise stated, the decisions of the Annual General Meeting, Extraordinary General Meeting and of the Executive shall be taken by a simple majority on a show of hands. Should a member call for a vote by secret ballot, this shall be done.
- b) In the event of there being a tied vote, the President shall have the final casting vote with the exception of Article 15c below.
- c) In the event of there being a tied vote for the election of the President, the Chairman, as per Article 11c above, shall have the final casting vote.

16. FUNDS

- a) The funds of the Association accrue from extra-mural activities, donations and proceeds from special functions. After deduction of annual administrative expenses and working capital as determined by the Executive, the Executive shall utilise the available balance in the interest of the school, except where (in exceptional circumstances) agreement of the majority at a General Meeting has been reached to donate a part of the funds to a charitable cause, up to a maximum of 5% per annum of the available balance.
- b) The School will notify the Executive should it be felt necessary to dispose of any single item/piece of equipment that was provided from Association funds at a cost of \$5,000 or more. Following a consultation period of 30 days an agreement will be reached on the best way to proceed. Any monies received from the sale of the equipment will be credited to Association funds.
- c) A firm of Certified Public Accountants shall be appointed as Auditors at each Annual General Meeting for a term of one year and shall be eligible for reappointment. They will be required to audit each year's accounts and present a report upon them to the Annual General Meeting. They may be required by the President to audit the Association's accounts for any period within their tenure of office at any date and make a report to the Executive.
- d) The Association may allot part of its funds to fund raising expenses, provided the proposition is accepted by a two-thirds majority of the Executive.

17. TRUSTEES

If the Association at any time acquires any immovable property such property shall be vested in Trustees subject to a declaration of Trust. Any trustee may at any time resign his/her trusteeship. If a trustee dies or becomes a lunatic or of unsound mind

or moves permanently or is absent from the Republic of Singapore for a period on one year, he/she shall be deemed to have resigned his/her trusteeship. If a trustee is guilty of misconduct of such a kind as to render it undesirable that he/she continue as a trustee, a General Assembly may remove him/her from his/her trusteeship. Vacancies in the trusteeship may be filled at a General Assembly, but the number shall not be greater than five or less than two. Notice of any proposal to remove a trustee from his/her trusteeship or to appoint a new trustee to fill a vacancy must be given by affixing in the premises of the Association a document containing such proposal at least two weeks before the meeting at which the proposal is to be discussed. The result of such meeting shall then be notified to the Registrar of Societies. The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

18. VISITORS AND GUESTS

Visitors and guests may be admitted into the premises of the Association but they shall not be admitted to the privileges of the Association. All visitors and guests shall abide by the Association's rules and regulations.

19. PROHIBITIONS

- a) Gambling of any kind, and the playing of palkow or mahjong, whether for stakes or not, are forbidden on the Association's premises. The introduction of materials for gambling and drug taking and of bad characters into the premises is prohibited.
- b) The funds of the Association shall not be used to pay fines of the members who have been convicted in Court.
- c) The Association shall not attempt to restrict or in any other manner interfere with trade or prices or 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 hold any lottery, whether confined to its members or not in the name of the Association, any of its committees, office-bearers or members.
- e) The Association shall not indulge in any political activity or allow its funds and/or premises to be used for any political purpose.

20. AMENDMENTS

This Constitution may only be amended at a properly convened meeting of the General Assembly with a quorum as defined in Article 7 above. Notice of the proposed amendments shall be given at the same time as the notice of the meeting in accordance with Article 7 above. No proposed amendment will be adopted unless it is passed by at least two-thirds majority of the votes cast, and they shall not come into force without prior sanction of the Registrar of Societies.

21. INTERNATIONAL AFFILIATIONS

The Association may affiliate itself to any international group of Parent/Teacher Associations,

22. INTERPRETATION

In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in the rules, the Executive shall have the power to use their own discretion. The decision of the Executive shall be final unless reversed at a General Meeting of members.

23. DISSOLUTION

- a) The Association shall not be dissolved, except with the consent of not less than three-fifths of the Ordinary Members 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 put at the disposal of the Governing Board of Tanglin Trust School Ltd.
- c) Notice of dissolution shall be given within 7 days of the dissolution to the Registrar of Societies.