

The Constitution of
NANYANG PRIMARY SCHOOL PARENT-TEACHER ASSOCIATION

Amended on 27 March 2015

1. Name

This Association shall be known as the “Nanyang Primary School Parent-Teacher Association” (hereinafter referred to as “the Association”)

2. Place of Business

Its place of business shall be at “52 King's Road, Singapore 268097” or at such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies.

3. Definitions

In this Constitution, unless the context otherwise requires:

- a) “School” shall mean the Nanyang Primary School;
- b) “Committee” shall be the Management Committee of the Association as referred to under Rule 11(a);
- c) “Principal” shall mean the person who, from time to time is holding or acting in the post of Principal of Nanyang Primary School;
- d) “Pupil” shall mean a pupil who is undergoing studies at Nanyang Primary School;
- e) “Teacher” shall mean a teacher who is teaching at Nanyang Primary School;
- f) “Parent” shall mean a parent of a pupil at Nanyang Primary School;
- g) “Member” shall mean a member of the Association;
- h) “Notice” shall mean notices sent: 1. by post to the Member’s last known address; or 2. by email to the Member’s last known email address, at the Committee’s sole discretion;
- i) words importing the singular number shall include the plural number and vice versa; and
- j) words importing the masculine gender shall include the feminine gender and vice-versa.

4. Objectives

Its objectives are :-

- a) To develop and promote better relationship, understanding and cooperation between the parents and teachers through social activities and interaction;
- b) To provide opportunities for parents to volunteer, share or contribute their services, knowledge, expertise or time to the School for the benefit of the pupils;
- c) To assist, support and give donations to the School financially or otherwise for the development, improvement or activities of the School for the benefit of the pupils;
- d) To organise seminars, workshops, lectures, meetings, exhibitions or other activities for the benefit of its Members and/or Pupils;
- e) To provide opportunities for Parents to network and support one another; and
- f) Generally, to do other things necessary to promote the objects of the Association.

4A. Credo

- a) The Association and each Member values and respects all Parents, whether or not they are Members, and appreciates their contribution.
- b) The Association and each Member values and respects all Teachers and staff of the School and appreciates their contribution.
- c) The Association shall have a three-pronged focus:
 - 1) enriching the holistic development of Pupils;
 - 2) providing Parents with an enriching volunteering experience; and
 - 3) enhancing the wellbeing of Teachers and staff of the School.

5. Limitations

- a) The Association shall not interfere, encroach, discuss or involve itself directly or indirectly in any matter relating to (but not limited to) the running, administration, discipline, teaching and policies of the School.
- b) Matters concerning or relating to difficulties between the pupils and teachers, school administration, discipline, teaching and policies and such other matters, shall not be discussed or dealt with at any meeting of the Association or Committee. Such matters may be referred to the School

direct by the persons concerned. However, the Principal may bring up any issue for discussion as a means to gather feedback from Members.

- c) The President shall consult the School on all matters affecting the School or having implications for the School and the Association shall act in such case only with the prior written approval of the School. The Principal may appoint sub-committees or individual Members to be in charge of projects or activities, and such sub-committees or Members may be given the authority to make decisions, in consultation with the Principal.
- d) The Association shall not indulge in any unlawful activities or allow its funds or property to be used for any unlawful purposes.
- e) Members shall not utilise or make use of the Association or its property for their own private purposes or business without the prior written consent of the Committee.
- f) Any personal information (including, but not limited to, email addresses and telephone numbers) about Members or pupils shall be private and confidential, and shall not be used by any member except for the Association's or School's activities.

6. Membership

- a) The following persons are eligible to become Members:
 - 1) Parents of current pupils of the School; and
 - 2) Current Principals and teachers of the School.
- b) Membership shall not be transferable or assignable.
- c) Former parents, principals and teachers shall be considered friends of PTA.

7. Honorary Presidents

The Committee may from time to time invite persons distinguished in public life or who have rendered invaluable service to the Association or the School to be the Honorary Presidents of the Association for such periods as it deems fit.

8. Application for Membership

- a) Applications for membership shall be made on the prescribed forms together with the requisite subscription fees and shall be sent to the Membership Secretary or such other Committee member as the Committee may decide.

- b) The applicant shall furnish proof of eligibility for membership as may be required by the Committee at its sole discretion.
- c) All applications for membership shall be considered by the Committee and the decision of the Committee shall be final and conclusive.
- d) Either one or both parents of a Pupil may apply for one membership for the family, and each family shall be entitled to one vote only, no matter how many children are Pupils of the School.
- e) Members may view the Constitution on the Association's website, or they may view a copy, upon request, after payment of the subscription fee.
- f) All teachers shall be Members of the Association. No application for membership shall be required. However, if a teacher leaves the School and, having children studying in the School, desires to continue as a Member, application shall be made in accordance with Clause 8 (a) above. Teachers who do not wish to join the Association may choose to opt out of the membership.

9. Duties and Privileges of Membership

- a) All Members except the Honorary Presidents shall be eligible to hold office in the Committee and to vote at the General Meetings.
- b) Members shall enjoy the benefits and privileges of membership.
- c) Members whose subscription fees are in arrears are not entitled to vote at the General Meetings.
- d) Members agree that the main objectives of the Association is to work for the benefit of the Pupils and the School.
- e) Every Member shall keep the Committee informed of his address and of any change thereto.
- f) Any Member wishing to resign from the Association shall give one month's written notice of such intention to the Committee.

10. Subscription Fees and Other Dues :

- a) Every Member shall pay a subscription fee for the entire length of membership for each child, upon application for membership, or in such manner as the Committee shall decide.

- b) The amount of subscription fees shall be decided or varied by the General Meeting.
- c) Any additional fund required for special purposes may only be raised from Members with the consent of the General Meeting.
- d) A Member with more than two years in arrears in his subscription fees shall ipso facto cease to be a Member and have his name removed from the Register of Members.
- e) Subscription fees for Members who are teachers of the School shall be waived.

11. Management and Committee

- a) The Association shall be managed by and entrusted to a Committee consisting of the following offices:
 - 1) A President
 - 2) A First Vice President (who shall be the Principal)
 - 3) A Second Vice-President
 - 4) An Honorary Secretary
 - 5) An Honorary Assistant Secretary
 - 6) An Honorary Treasurer
 - 7) An Honorary Assistant Treasurer
 - 8) A Membership Secretary
 - 9) Thirteen Ordinary Committee Members (at least three of whom shall be teachers of the School)
- b) Except the office of the First Vice-President which shall be held by the Principal of the School, all the office-bearers shall be elected at the alternate Annual General Meeting. All office-bearers may be re-elected to the same or related post for a consecutive term of office. The term of office of the committee is two years. The Treasurer and Assistant Treasurer shall not serve more than two consecutive terms of office i.e. a Committee member, having served as either or both Treasurer or Assistant Treasurer over 2 terms, shall not serve a third consecutive term in either position.

12. Committee Meetings

- a) Meetings of the Committee shall be held at least once in every six months or at such other shorter intervals as the Committee shall decide. There should be no fewer than three Committee meetings each year.

- b) Notice of the Committee Meeting with the agenda shall be sent to every member of the Committee at least seven (7) days prior to the date of the meeting.
- c) The quorum for the meeting shall be at least half of the members of the Committee
- d) Each member of the Committee shall have one vote. If votes for and against a motion are equal, the Chairman of the meeting shall have an additional or casting vote.
- e) Any member of the Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor (who shall be a Member) may be co-opted by the Committee to serve until the term of the Committee expires. Any change in the Committee shall be notified to the Registrar of Societies within two weeks of the change.
- f) The functions of the Committee at each Committee Meeting shall include the following:
 - 1) To receive and examine the accounts and financial affairs of the Association;
 - 2) To receive and discuss the report of the Honorary Secretary on the activities and progress of the Association;
 - 3) To receive and discuss the reports (if any) of the sub-committees; and
 - 4) To discuss, resolve and carry out any other decisions or activities affecting the Association.
- g) The Honorary Auditors shall be entitled to attend Committee Meetings on the invitation of the Committee.

13. Duties and Responsibilities of the Committee

The duties and responsibilities of the Committee shall include the following:-

- a) To organise and supervise the daily activities of the Association. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings;
- b) To assist and render support to the School in carrying out its activities or projects and meeting its needs and requirements from time to time;

- c) To delegate or refer such of its duties to any sub-committee which it may appoint for any specified purpose as it shall deem necessary, provided however that any of the decisions, findings, recommendations, reports or actions of any such sub-committee shall have no force or effect whatsoever unless and until approved and confirmed by the Committee;
- d) To fill any vacancy in the Committee by co-option from the general body of Members;
- e) To authorise the expenditures from the Association's funds for the purposes or benefit of the School in such manner as the Committee shall deem fit and proper;
- f) To authorise all public statements, such as circulars, press releases and letters, before they are released to the public after obtaining the prior written approval of the School, the President or the Principal may authorise individual Members to give such approval on its behalf; and
- g) Generally, to carry out the objects of the Association.

14. Duties of Office-Bearers

- a) The President shall:
 - 1) Chair all General Meetings and Committee Meetings; and
 - 2) Represent the Association in its dealings with outside persons.
- d) The Vice-Presidents shall:
 - 1) Assist the President in the discharge of his duties; and
 - 2) Deputise for the President in his absence in the order of rank. In the absence of the First Vice-President, Second Vice-President shall deputise for the President.
- c) The Honorary Secretary shall:
 - 1) Keep all records, except financial, of the Association and be responsible for their correctness;
 - 2) Keep minutes of all General Meetings and Committee Meetings;
 - 3) Issue notices for the meetings of the Association and the Committee;
 - 4) Prepare the annual report as may be directed by the Committee for the approval of the Annual General Meeting;
 - 5) Perform such other duties as may be directed by the Committee.
- d) The Honorary Assistant Secretary shall:

- 1) Assist the Honorary Secretary in the discharge of his duties and shall deputise for the Honorary Secretary in his absence; and
 - 2) Perform such other duties as may be directed by the Committee.
- e) The Honorary Treasurer shall:
- 1) Issue receipts for monies received by the Association;
 - 2) Collect subscription fees or any other monies on behalf of the Association;
 - 3) Keep the Association's monies in such bank accounts as approved by the Committee and shall not retain any sum of money except for petty expenses as approved by the Committee;
 - 4) Make payment of monies properly incurred on behalf of the Association;
 - 5) Maintain proper accounts and books relating to the finances and monetary transactions of the Association and be responsible for their correctness;
 - 6) Prepare the Association's accounts, which shall be duly audited and submitted to the Annual General Meeting for approval;
 - 7) Prepare the statements of accounts or other financial reports to the Committee on the financial state of the Association at its meetings as may be directed by the Committee;
 - 8) Establish Standard Operational Procedures for purchases, claims and payments; and
 - 9) Perform such other duties as may be directed by the Committee.
- f) The Honorary Assistant Treasurer shall:
- 1) Assist the Honorary Treasurer in the discharge of his duties and shall deputise for him in his absence; and
 - 2) Perform such other duties as may be directed by the Committee.
- g) The Membership Secretary shall:
- 1) Maintain an up-to-date Register of Members at all times; and
 - 2) Be responsible for promoting the Association and recruiting Members.
- h) The Ordinary Committee Members shall:
- 1) Perform such duties assigned by the Committee from time to time; and
 - 2) Assist in the functions and activities of the Association and the School.

- i) The Committee may appoint standing and ad hoc sub-committees to carry out specific functions or activities and projects in keeping with the Association's objectives and functions.

15. Audit and Financial Year

- a) Two voting Members, not being members of the Committee, shall be elected as Honorary Auditors at the alternate Annual General Meetings and will hold office for a term of two years only and shall not be re-elected for a consecutive term.
- b) The Honorary Auditors:
 - 1) Will be required to audit each year's accounts of the Association and present a report upon them to the Annual General Meeting; and
 - 2) 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 Committee.
- c) The Financial year shall be from 1st January to 31st December.

16. Trustees:

- a) If the Association at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.
- b) The trustees of the Association shall :
 - 1) Not be more than four and not less than two in number.
 - 2) Be elected by a General Meeting of Members.
 - 3) Not effect any sale or mortgage of property without the prior approval of the General Meeting of Members.
- c) The office of the trustees shall be vacated if he :
 - 1) Dies or becomes a lunatic or of unsound mind
 - 2) Is absent from the Republic of Singapore for a period of more than one year.
 - 3) Is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
 - 4) Submits notice of resignation from his trusteeship.
- d) Notice of any proposal to remove a trustee from his trusteeship or to appoint new trustee to fill a vacancy must be given by posting it to the Members at least two weeks before the General Meeting at which the

proposal is to be discussed. The result of such General Meeting shall then be notified to the Registrar of Societies.

- e) The addresses of immovable properties, names of trustees and any subsequent change must be notified to the Registrar of Societies.

17. Association's Funds

- a) The Association shall open and maintain bank accounts at such licensed banks in Singapore as may be approved by the Committee and all monies of the Association shall be deposited into such accounts, save for such amounts as may be retained for petty expenses as approved by the Committee.
- b) The signing of the Association's cheques or the withdrawals of the monies of the Association from the bank accounts shall be authorised and/or signed jointly by the Honorary Treasurer and either the President or the First Vice-President.
- c) The funds of the Association shall be administered or utilised in such manner as the Committee shall deem fit and proper.
- d) The Committee may decide from time to time to donate surplus monies of the Association to the School for the benefit of the pupils as the Committee shall decide, provided that the Association retains enough funds for its own activities.

18. Annual General Meetings

- a) Annual General Meeting of the Association shall be held not later than April on a date, time and place to be fixed by the Committee.
- b) The functions of the Annual General Meeting shall include the following:
 - 1) Receive and, if approved, adopt the annual report of the Committee for the preceding year.
 - 2) Receive and, if approved, adopt the audited annual accounts of the Association for the preceding financial year.
 - 3) Where applicable, elect the office-bearers for the following term.
 - 4) Where applicable, elect two Honorary Auditors for the following term.
 - 5) Elect the trustees of the Association, if required.
- c) The notice of the Annual General Meeting shall be sent to every Member not less than fourteen (14) days before the date of the General Meeting together with the Agenda.

- d) The quorum for the Annual General Meeting shall be the presence of at least thirty (30) of the total voting Membership. If there is no quorum at the commencement of the General Meeting, the meeting shall be adjourned for half an hour and if the Members then present are insufficient to form a quorum, then those present shall be deemed to constitute a quorum, but they shall have no power to amend the Constitution or move for the dissolution of the Association.
- e) Nominations for elections to the Committee shall be duly proposed and seconded. These shall be received by the Honorary Secretary not less than seven (7) days before the date of the General Meeting.
- f) Voting shall be by a show of hands unless a ballot is demanded by any Member at the meeting. Election will follow on a simple majority vote of the Members.
- g) There shall be no voting by proxy, except for dissolution.
- h) Each Member shall be entitled to one vote.
- i) Any Member wishing to place an item on the agenda of a General Meeting may do so provided he gives notice to the Honorary Secretary one week before the Meeting is due to be held.

19. Extraordinary General Meetings

- a) Extraordinary General Meetings may be called at any time by order of the Committee or on a requisition in writing signed by not less than fifty (50) Members, specifying the reasons for the meeting.
- b) The period of notice and the quorum for the Extraordinary General Meeting shall be the same as that for the Annual General Meeting. In the event of there being no quorum for the Extraordinary General meeting, the meeting shall be cancelled.

20. Amendments to the Constitution

- a) No amendment to the Constitution shall be made except at a General Meeting.
- b) No amendment to the Constitution shall be made unless such amendment is for the benefit or in the interest of the School and the Association.
- c) Any proposed amendments to the Constitution shall be circulated to all Members at least twenty-one (21) days before the General meeting.

- d) Any resolution proposing any amendment to the Constitution shall be null and void less a majority of not less than two-thirds (2/3) of the Members present and eligible to vote do vote in favour of such resolution.
- e) The amendments to the Constitution shall not come into force without the prior sanction of the Registrar of Societies.

21. Prohibitions

- a) Gambling of any kind, whether for stakes or not, 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.
- 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 attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its Members which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or service which adversely affects consumer interests.
- e) The Association shall not indulge in any political activity or allow its funds and/ or premises to be used for political purposes.
- f) The Association shall not hold any lottery, whether confined to its Members or not, in the name of the Association or its office-bearers, Committee or Members, unless with the prior approval of the relevant authorities.
- g) The Association shall not raise funds from the public for whatever purpose without the prior approval in writing of the School, the Director, Criminal Investigation Department and other relevant authorities.

22. Interpretation

In the event of any question or matter arising out of any point pertaining to the day-to-day administration of the Association which is not expressly provided for in the Constitution, the Committee shall have powers to use their own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of Members.

23. Disputes

In the event of any dispute arising amongst Members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with the Rules in the Constitution. Should the Members fail to resolve the matter, they may bring the matter to a court of law for settlement.

24. Dissolution of the Association

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.