



THE SINGAPORE AMERICAN SCHOOL PARENT-TEACHER ASSOCIATION BY-LAWS

ARTICLE I: Name

The name of this association shall be The Singapore American School Parent-Teacher Association. The place of business of this association shall be Singapore American School, 40 Woodlands Street 41, Singapore 738547, which is also the mailing address of this association.

ARTICLE II: Articles of Organization

The association exists as an unincorporated association of its members. Its articles of organization comprise these bylaws, as from time to time amended, and its articles of association, if any. In the absence of separate articles of association, the bylaws shall be deemed to be the articles of association. In the event of any conflict between these bylaws and the articles of association, these bylaws shall govern.

ARTICLE III: Objects

Section 1. The objects of this association are:

- a. To promote the welfare of children and youth in home, school, church, and community.
- b. To raise the standards of home life.
- c. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the training of the child.
- d. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social and spiritual education.

Section 2. The objects of this association are promoted through an education program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article IV.

ARTICLE IV: Basic Policies

The following are the basic policies of this association:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the association or the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest for any purpose not appropriately related to promotion of the Objects of the Association.
- c. The association shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or other means.
- d. The association shall cooperate with the school to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control its policies.
- e. The association may cooperate with other organizations and agencies concerned with child welfare, but persons representing the association in such matters shall make no commitments that bind the association.
- f. In the event of the dissolution of the association, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 (c) (3) of the Internal Revenue Code of 1954 as from time to time amended.

ARTICLE V: MEMBERSHIP AND DUES

Section 1. Any family, who has a child or children enrolled and /or are faculty members of the school, who subscribes to the objects and basic policies of this association may become a member of this PTA, subject only to compliance with the provisions of these bylaws. Membership in this PTA shall be available without regard to race, color, creed or national origin.

Section 2. This PTA shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Section 3. Only members in good standing of this PTA shall be eligible to participate in its business meetings, or to serve in any of its elective or appointive positions

Section 4. Each family of this PTA will pay an annual membership fee, the amount of which will be reviewed on a yearly basis, by the members at a general meeting.

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ARTICLE VI: Officers and Their Election

Section 1.

- a. The officers of this PTA shall be a president, a vice president, an executive secretary, and a treasurer.
- b. Officers shall be elected by ballot annually in the month of May. However, if there is only one nominee for any office, it shall be in order to move that the chair of the nominating committee cast the elective ballot of the PTA for that nominee.

- c. Officers shall assume their official duties during the last two (2) weeks of school following the election and shall serve for a term of one year or until the election and qualification of their successors.
- d. All officers may be elected to the same or related post for a consecutive term of office.

Section 2.

- a. There shall be a nominating committee consisting of three members. Two members of the nomination committee shall be appointed by the executive committee from the general membership and one shall be appointed from the executive board. This nominating committee shall be appointed at least one month prior to the election. The president shall appoint one of the three to serve as chairman of the committee.
- b. The nominating committee shall select one (1) nominee for each office to be filled and report at the Annual General Meeting. Additional nominations, also with prior consent of each nominee, may be made up until 2 weeks prior to the election.
- c. Only those who have consented to serve if elected shall be eligible for nomination, either by the committee or from the body.

Section 3. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board, notice of such election having been given. In case a vacancy occurs in the office of president, the executive secretary shall serve notice of the election.

ARTICLE VII: Duties of Officers

Section 1. The president shall preside at all meetings of the association and of the executive board; shall perform such other duties as many be prescribed in these bylaws or assigned by the association or by the executive board; and shall coordinate the work of the officers and committees of the association in order that the objects may be promoted.

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Section 2. The vice president shall act as aide to the president and perform the duties of the president in the absence or disability of that officer to act and shall perform such other duties as may be assigned by the executive board.

Section 3. The executive secretary shall record the minutes of all meetings of the association and of the executive board, maintain an up-to-date register of members and shall perform such other duties as may be delegated.

Section 4. The treasurer shall have custody of all the funds of the association; shall keep a full and accurate account of receipts and expenditures; shall make disbursements in accordance with the approved budget, as authorized by the association, the executive board, or a special committee. The treasurer shall present a financial statement at every meeting of the association and at other times when requested by the executive board and shall make a full report at the annual meeting. The treasurer shall be responsible for the maintenance of such books of account and records as conform to the requirements of Article XI of these bylaws. The treasurer's accounts shall be examined annually by an auditor who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

Section 5. All officers shall:

- a. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time.
- b. Deliver to their successors all official material not later than ten days following the successor's assumption of official duties.

ARTICLE VIII: Executive Board

Section 1. The executive board shall consist of the elected officers of the association, the chairmen of the standing committees, the superintendent of the school or a representative appointed by him, and the past president or a delegate from the previous board to serve in the capacity of parliamentarian. The elected officers shall be known as the executive committee. The Chairmen of the standing committees shall be selected by the officers of the association, as shall be the parliamentarian. The members of the executive board shall serve until the selection and qualification of their successors.

Section 2. The duties of the executive board shall be:

- a. To transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association.
 - b. To create standing committees.
 - c. To approve the plans of work of the standing committees.
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- d. To present a report at the general meetings of the association.
 - e. To appoint an auditor.
 - f. Appoints a sub-committee to prepare a budget for the fiscal year to be approved by the Board.
 - g. To approve routine bills within the limits of the budget.

Section 3. Regular meetings of the executive board shall be held monthly during the school year, the time to be fixed by the board at its first meeting of the year. A majority of the executive board shall constitute a quorum. Special meetings of the executive board may be called by the president or a majority of the members of the board.

ARTICLE IX: Meetings

Section 1. At least two regular meetings of the association shall be held within the school year. At least ten days' notice of a meeting shall be given.

Section 2. Special meetings may be called by the executive board, ten days' notice having been given.

Section 3. The annual meeting shall be the last regular meeting of the year.

Section 4. Five percent of the members shall constitute a quorum for the transaction of business in any meeting of this association.

Section 5. The privilege of holding office, introducing motions, debating and voting shall be limited to members whose current dues are paid.

ARTICLE X: Standing and Special Committees

Section 1. The executive committee may create such standing committees as it may deem necessary to promote the objects and carry on the work of the association. The term of each chairman shall be one year and until the election and qualification of the officer's successor.

Section 2. The chairman of each standing committee shall present a plan of work to the executive committee for approval. No committee work shall be undertaken without the consent of the executive committee.

Section 3. The power to form special committees and appoint their members rests with the executive committee.

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Section 4. The president shall be a member ex-officio of all committees except the nominating committee.

ARTICLE XI: Fiscal Year

The fiscal year of this PTA shall begin July 1 and end the following June 30.

ARTICLE XII: Parliamentary Authority

Robert's Rule of Order revised shall govern this PTA in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XIII: Amendments

- a. These bylaws may be amended at any general meeting of the association by a two-thirds (2/3) vote of members present and voting, provided notice of the proposed amendment shall have been given in writing to all members at least ten days before the meeting. Amendments to these bylaws shall not come into force without the prior consent of the Registrar of Societies, Singapore.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the association, or by a two-thirds (2/3) vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Adopted: 31 May 1984

Revised: 27 January 1986, 26 February 1993, 13 September 2000, 5 May 2005